

JOB DESCRIPTION

UNITED WAY OF CENTRAL MINNESOTA

JOB TITLE: Data Systems Manager

Exemption Status: Non-Exempt

Authorization: July 1, 2019

GENERAL FUNCTION

The Data Systems Manager is responsible for data systems used by United Way of Central Minnesota. This position is responsible for managing the database including the data entry, overseeing implementation of any changes to the system, analyzing data and defining logical data sets to help United Way of Central Minnesota optimize its communication, marketing and resource development departments.

KEY AREAS OF RESPONSIBILITY:

Systems Administration

- Manages organization's data systems and data bases, database implementation, data mining practices, inquiries and procedures; manipulating information; researching and adding new accounts and updating current distribution lists in all databases; and completing system updates and changes.
- Administrates functions of the database, database updates, and its modules. Plan and implements campaign year roll over.
- Completes data entry, researching and creating reports related to donors and donor designations. Coordinates data mining requests processes. Fulfills UWW DataBase2 report and other data as required. Fulfills requests for data and reports in an accurate and timely manner.
- As requested, research and recommends technology related upgrades. Works with vendor to install equipment, software, maintain server network, etc. Assists with organization's information technology needs.
- Seeks efficiencies and expands use of systems currently in place to maximize benefits and return on investment.

Relationship Building

- Responds to all inquiries regarding systems in a courteous and professional manner.
- Consult with United Way of Central Minnesota stakeholders as related to data systems campaign functions, events, and volunteer functions.
- Ensures that interfaces with data systems are user friendly and functioning as required. Promptly remedies any challenges to maximize donor experiences.
- Responds to opportunities to further engage donors, provide lead information to Resource Development staff, and other ways to increase income via data systems services.

Effective Communicator

- Works closely with Finance Department to coordinate systems update, compliance with UW and accounting standards, etc.
- Consults with staff to best understand the data needs of the organization, then works to construct a solution that meets the needs via agreed upon systems and procedures.
- Provides systems training with staff upon hiring, and throughout tenure in order to facilitate staff development, for consistent and accurate recording of income.
- Effectively communicates the need for system changes, including supporting documents, and proposed implementation to management team prior to project advancement.
- Maintains a focus on daily work, while engaged in the advancement of ongoing improvements.

General

- Maintains work flow and organization, prioritizing tasks to best meet the overall needs of the organization.
- Comply with all policies & procedures, participates in company meetings, events, and training, and represents the organization in a professional manner.
- Perform other duties as required, assists co-workers as time permits, and perform duties as related to care of the facility, maintaining a clean and safe work environment for all.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB RELATIONSHIPS WITH

VP of Resource Development, Staff of United Way of Central MN, Donors, and General Public.

MINIMUM QUALIFICATIONS

A minimum of two year degree or experience in related field is required. Additional requirements include working knowledge of data base systems and concepts, proficient in Microsoft office suite software, and business writing and communications skills. Key is the ability to solve problems and generate creative solutions to support the mission of the organization.

Approved: Larry Olness Date: July 1, 2019
President / CEO