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## **SECTION 1 IDENTIFYING INFORMATION**

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Position Title:  
**Database Officer**

Reports to:  
**Director of Finance**

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## **SECTION 2 POSITION SUMMARY**

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The Database Officer will have the primary role of senior database administration for the Raiser's Edge (RE) and Luminate Online (LO) databases as well as all things related to such. This role will provide inter-departmental support in relation to the database and its structure across all departments including Finance, Development, Marketing, and Programs.

This role will work in conjunction with the Database Coordinator as a day-to-day senior position responsible for organizing and coordinating the ongoing needs of the roles within the database department.

The Database Officer will act in accordance with the Alzheimer Society of Manitoba's Mission and Ends statements.

The Alzheimer Society of Manitoba exists so that all Manitobans affected by dementia receive the help they need today and have hope for the future.

1. People living with dementia and their care partners have a voice.
2. People with dementia feel safe, accepted, respected, and supported to experience their highest quality of life throughout their entire journey.
3. Care partners have meaningful support when they need it.
4. Manitobans actively engage with people living with dementia and welcome them into all aspects of community life.
5. Manitobans understand and engage in brain health strategies to reduce their risk of dementia.

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## **SECTION 3 DUTIES AND RESPONSIBILITIES**

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### **Data Management**

- Provide proactive and ongoing support of the Raiser's Edge relationship management system, ensuring the data entered and contained in the database is accurate by creating, implementing, and enforcing policies, rules, and controls.
- Manage inter-departmental information requests about the database for lists and reports.
- Work in collaboration with the Database Coordinator, identifying system improvements and opportunities and ongoing maintenance in the Raiser's Edge database to promote data integrity.

- Establish and maintain the structure within the database to effectively identify specific data segments for list pulls, campaign tracking, reporting and analysis.
- Work with the senior leadership team to address database and record needs, and identify processes or procedures that support the delivery of programs and services.
- Undertake control/code table maintenance including managing appeals, funds, campaigns, and other system coding, ensuring accuracy.
- Support, coordinate, and manage all database maintenance including system alerts, updates, and user access.
- Provide expertise in records information, ensuring accurate support of reporting, training, and data requests.
- Oversee the development of the Raiser's Edge Policies and Procedures manual, as well as a training manual, to guide and educate users in order to improve the flow of information, processes for inputting and overall database efficiency.
- Ensure compliance with relevant legislative and regulatory requirements including privacy and CRA requirements.
- Work with third-party consultant on project implementation and staff training.

#### **Additional Duties**

- Manage and pull the month-end report to support the finance department reconciliation.
- Process online and offline donations when necessary to meet timelines during peak periods such as major events.
- Coverage for the Database Coordinator during sick and vacation leave with a primary focus on the priority needs for data entry.
- Follow Alzheimer Society of Manitoba policies related to the Finance and Administration department.
- Other duties as assigned by the Director of Finance.

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#### **SECTION 4 SUPERVISION EXERCISED**

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Supervises the Database Coordinator and contract staff.

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#### **SECTION 5 POSITION REQUIREMENTS**

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- Some post-secondary education preferred or equivalent work experience
- Strong proficiency in computer software including Word and Excel
- Knowledge and experience in Raiser's Edge, Luminate Online, or similar software such as a CRM or computerized accounting software.
- Strong analytic and data interpretation skills.

- Strategic thinking, detail-oriented, ability to work independently and collaboratively in a team environment with multiple priorities.
- 2-3 years of database experience; aptitude to learn new software.
- Strong communication skills.

**Other information:**

- This role is based in our Winnipeg office. Standard working hours of Monday to Friday 8:30-4:30.

**To Apply:**

Please submit a cover letter and resume to:

**Tiffany Harder**

**Database Officer**

[tharder@alzheimer.mb.ca](mailto:tharder@alzheimer.mb.ca) with **Database Officer** in the subject line.

**This competition will remain open until the position is filled.**

The Alzheimer Society encourages candidates with a range of backgrounds and experiences to apply. Reasonable accommodations will be made for those living with disabilities.

We thank all those who apply. Only those selected for further consideration will be contacted.