



**Job Title:** Database Manager  
**Reports Directly To:** Director of Finance & Operation  
**Status:** Full-time, Exempt

### **ABOUT LITERACY CONNECTS**

Literacy Connects is a volunteer-driven Tucson nonprofit serving over 48,000 children and adults annually through programs focused on literacy and creative expression. As the premier literacy hub of Southern Arizona, we connect individuals and groups from across the community to work together for long-term social impact. While each of our programs uses different delivery models to achieve our mission, they are unified in achieving transformational learning through joyous student-centered relationships and a strength-based approach. We know that while building skills is critical, long-term success depends on shifting attitudes and behaviors. We believe that when people come to identify as learners, readers, writers, creatives, and empowered citizens, their resilience increases along with opportunities to help themselves and others.

### **ORGANIZATIONAL VALUES**

The core values that influence our organizational direction are equity and social justice, creativity and imagination, collaborative relationships, joy, and transformational learning. We are positive and always try to work from a place of gratitude. We seek board members, staff and volunteers who are passionate, committed to the mission, and can embrace our core values.

### **JOB DESCRIPTION**

The Database Manager will assure that Literacy Connects' database technology is current and fully implemented to build awareness, capacity, and efficiency. As part of the Finance & Operations team, this role will research, implement, and maintain database for use by staff and volunteers, and provide data interpretation/analysis to support the organization's strategic growth and initiatives.

### **KEY RESPONSIBILITIES**

- Research and recommend database systems to best meet organizational needs
- Manage and maintain the database (currently Donor Perfect Online)
- Design a system for keeping the database clean and up to date
- Import data and run reports as needed for staff
- Analyze data for trends (volunteer, donor, event, giving, student outcomes, etc) and communicate recommendations to programs and development
- Maintain reliable database results by setting and communicating clear standards for data input

- Create and conduct database usage training programs for staff
- Create and manage the data retention strategy
- Coordinate updates, trainings, and purchases with database software vendors
- Structure and implement systems to assist with program and organizational evaluations
- Manage MailChimp email marketing platform and its relationship to the database
- Create and implement links, forms, and registrations that sync with website
- Take initiative on new technological strategies for organizational efficiencies
- Manage security and accessibility best practices (database, G Suite, and LastPass)
- Assist with other technology software support as needed

### **QUALIFICATIONS AND SKILLS**

- Bachelor's degree with 3 years of database experience; non-profit experience preferred
- Experience managing Customer Relationship Management (CRM) database systems preferred
- Experience with data management, analysis, and reports
- Commitment to the Literacy Connects mission
- Willingness to learn
- Appreciation for diversity and equality
- Excellent communication skills and ability to collaborate across disciplines
- Patience in teaching and training people with varying degrees of technical knowledge
- Ability to take initiative, work independently, manage multiple projects, and meet deadlines
- Strong customer service skills, including the ability to respond effectively to fellow staff members
- Proven ability to launch new systems, and design processes and procedures
- Understanding of program outcome evaluations is a plus
- Strong experience with office software packages, including MS Office Suite, Outlook, Google Docs and G Suite Management. Advanced Excel skills are a plus.

### **COMPENSATION**

Hiring range is \$40,000-\$50,000 based on qualifications and experience.

### **APPLICATION INSTRUCTIONS**

Please submit a letter of interest and resume to [rwerner@literacyconnects.org](mailto:rwerner@literacyconnects.org) by August 31, 2020.

### **WEB SITE**

[www.literacyconnects.org](http://www.literacyconnects.org)

***Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.***