

HUDSONVILLE CHRISTIAN SCHOOL

Database Manager

JOB DESCRIPTION

The Database Manager faithfully supports the accurate and confidential management of the school's donor database and financial records, ensuring all contributions are properly recorded, receipted, and reported, while also maintaining clear coordination with advancement, marketing, and finance leadership to support fundraising and donor communication efforts.

- I. Expected Hours per Week-
 - A. 8–16 hours per week, with workload varying based on seasonal and fundraising needs.

- II. Qualifications-
 - A. Is a Christian who has a personal relationship with Jesus Christ
 - B. Possess a strong love for children
 - C. Is able to interact with the constituency (children, parents, grandparents, community members) in a cheerful, sensitive, caring, and tactful manner
 - D. Has a working knowledge of accounting practices
 - E. Has strong computer skills including word processing, spreadsheets, and bookkeeping programs
 - F. Has Blackbaud database software experience (would be beneficial but is not required)
 - G. Has strong organizational skills
 - H. Recognizes the need and is able to maintain strict confidentiality
 - I. Is a strong team player able to work well with coworkers
 - J. Is able to agree to comply with the Hudsonville Christian School statement of belief

- III. Primary Responsibilities-
 - A. Maintains accurate and up-to-date records within the donor database system, including new donor entry, updates to donor status (e.g., address changes, deceased constituents), and other constituent changes.
 - B. Accurately records and processes all donations in the donor database in a timely manner.
 - C. Generates and distributes donation receipts following each contribution in accordance with established procedures.
 - D. Prepares and distributes annual tax contribution statements to all donors in compliance with applicable requirements.
 - E. Collaborates with the marketing department to ensure online giving platforms and donation data remain accurate and properly synced.
 - F. Partners with the Mission Advancement Director to track school fundraising initiatives, maintain accurate records of fundraising goals, and support clear communication with staff regarding progress and reporting.
 - G. Performs additional duties and responsibilities as assigned by the Finance Manager, Superintendent, and/or the Board.