

# PERSONNEL POLICY GUIDELINES FOR PARISHES

## JOB DESCRIPTION – DATABASE MANAGER

### I. IDENTIFYING INFORMATION

**DEPARTMENT:** Finance and Stewardship  
**POSITION:** Database Manager  
**CATEGORY:** Full Time - Exempt  
**SUPERVISOR:** Director of Finance and Stewardship

### II. JOB DESCRIPTION:

Responsible for the management and maintenance of the Our Lady of Light Family parishioner database (currently eCatholic / Gabriel) and online calendar (currently CalendarWiz). The job requires a wide range of skills and abilities in database and calendar administration, reporting, and data analysis. Other responsibilities include coordinating the department's donor services processes (receiving, data entry, thanking and receipting all donations) and training others as needed.

### III. POSITION CONTENT

### IV. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

#### ESSENTIAL FUNCTIONS:

##### Database Administration

- Establish and maintain system security
- Identify and solve problems relating to the database
- Configure and maintain database configuration tables, attributes, fields, business rules, etc.
- Oversee monthly database tasks to ensure data is accurate and up to date
- Import or update records and gift information when needed
- Act as first line of support for user issues
- Work with all users to define data requirements and identify solutions
- Oversee all data entry and handle special situations with constituent and gift entry
- Test and evaluate new procedures, software, and hardware

##### Data Extraction and Reporting

- Must be proficient at Microsoft Excel
- Create and manage reports to reconcile various bank accounts with finance department records
- Create and manage reports for monthly and quarterly reports
- Creates other reports as needed for data analysis as well as assisting team members with report writing
- Create data files and merge documents needed to send donor acknowledgement letters, monthly statements, and end-of-the year tax documents, etc.
- Prepare data files for mass and target-market solicitations

### **Calendar Administration**

- Establish and maintain system security
- Import and update calendar events
- Identify and solve problems relating to the calendar
- Manage the online event calendar in accordance with the mission of the Our Lady of Light Family, giving preference to various groups according to the established calendar policy.
- Coordinate space needs for events and work with the Maintenance Supervisor and others, to ensure proper set-up instructions are followed.
- Maintain tactfulness as calendar conflicts are worked out between various groups and parties.

### **Administrative functions include:**

- Attend weekly staff meetings, lead the weekly calendar tactical meeting, and work collaboratively with all church staff, volunteers, and others.
- Schedule and calendar activities with the appropriate church staff and volunteers.
- Perform other duties as directed by the Director of Finance and Stewardship

## **V. POSITION SPECIFICATIONS/REQUIREMENTS**

- In-depth knowledge of relational database concepts.
- Understanding of query types and filters.
- Strong command of various database tools.
- A proficient knowledge of database security, backup, and recovery.
- Excellent written and verbal communication skills.
- Impeccable attention to detail.
- One to three years of experience in database administration, information technology, database architecture, or a related field is preferred.
- Experience with database technologies.
- Experience with cloud services.
- Proficient in Microsoft Suite of programs.
- Must be able to work independently.
- Must be able to manage time effectively, prioritize tasks, set goals, and develop systems for achieving those goals.
- Must be able to utilize good organizational skills.
- Can juggle multiple responsibilities simultaneously, stay focused on deadlines, and handle complex projects efficiently.

## **VI. WORKING ENVIRONMENT**

Employees of our Family of\_Catholic Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization and adhere to the policies of our Family of\_Catholic Parishes. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

## VIII. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

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Employee Signature

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Date

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Supervisor Signature

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Date

