



## Database Manager

The BDSRA Foundation is the largest support and research organization in North America for families affected by Batten disease. Our long-term vision is a world without Batten disease. Our mission is to support Batten families, fund and facilitate research, and advocate for treatments and a cure.

Joining the BDSRA Foundation as a valued team member is an opportunity to join the Rare Disease community by becoming a Batten Advocate for a Cure, while serving families across the United States. BDSRA has a tight-knit, collaborative work environment with a generous benefits package and who seeks to continuously improve our work, and therefore, our impact on the Batten community.

### Reports To

President & CEO

### Job Overview

The Database Manager [DM] provides the crucial connection between reporting impact and families, researchers, industry partners, board members and donors. This individual is a key member of the BDSRA Foundation team, pays great attention to detail, loves to solve problems, is experienced in database systems and non-profits, and can demonstrate proficiency in MS Excel. The DM serves as a direct resource to the President & CEO [PC], and provides reporting to the Marketing & PR Coordinator [MC], VP of Support & Advocacy and VP of Research. The DM works closely with the Office Manager to ensure that donations are properly stewarded throughout the gift acceptance process.

### Responsibilities and Duties

- Supports the execution of the BDSRA Foundation's comprehensive, mission-driven strategic plan by providing excellent reporting, documentation, and customer service.
- Supports development and granting, through work with colleagues, volunteers, and the PC by tracking campaign/event/grant budgets, assists with event preparation reporting, and provides follow-up information to close the event/grant process.
- Assists with stewardship activities related to non-profit fundraising, and relationship management, including working with the team to create and implement the family fundraising, development, granting and communications strategy for BDSRA, as well as donor and grant research and tracking.
- Assists VP Support & Advocacy with community requests about externally led fundraisers benefiting BDSRA, events and other needs.



- Assists with the production, implementation, tracking and closing of the annual Research Granting process.
- Assists in generation of impact stories with quality reporting in collaboration with MC and staff.
- Records and processes donations on an ongoing basis in the donor database, generates acknowledgments and tribute letters.
- Designs and runs reports and maintains integrity of database information.
- Records, manages, tracks, and reports on grants awarded to and by BDSRA.
- Works collaboratively with the team to train and support them in the use of the database.
- Performs other duties as assigned.

#### **Qualifications**

- Bachelor's degree in related field of database management or computing.
- 3+ years relevant experience.
- MS Office Certifications *preferred*.
- Knowledge of nonprofits, medicine, science and/or rare diseases. *preferred*
- Requires successful completion of a background check.

#### **Skills**

- Works well independently and as a member of a team.
- Remains flexible and reliable, highly organized, detail-oriented, motivated, and efficient.
- Manages multiple work assignments and responsibilities simultaneously.
- Performs well under pressure.
- Demonstrates proficiency with Microsoft 365 products (Outlook, Word, and Excel); ability to quickly gain proficiency using other software and web-based services.
- Experience with multiple database management and/or fundraising software is a plus.

#### **Benefits**

Base Compensation & Professional Development Budget

Dental, Eye, and Life Insurance, AD&D, and Short-Term Disability

Generous PTO & Paid Holidays

Ameriflex Insurance QSERA Plan

Retirement Savings