



## Job Description

### Database Manager

25 hours a week, non-exempt

### Immediate Opening

Are you a change agent that wants to make a difference in the community? Do you enjoy community revitalization, strategic planning and problem solving? Are you able to build rapport, convey a mission and mobilize resources for community impact? If **YES**, Pocono Mountains United Way is the place for you!

### Organization's Mission:

Pocono Mountains United Way builds partnerships to improve lives and provide solutions to those struggling with life's challenges.

**Job Title:** Database Manager

**Reporting to:** Manager, Special Initiatives

**Department:** Resource Development

**Exempt OR Non-Exempt:** Non-Exempt

**Salary:** \$16.00/Hour

**Work Schedule:** Part-time. Core Hours of Monday-Friday, 8:30 a.m. to 5:00 p.m.

### Responsibilities

The Admin & Database Manager will have two distinct sets of responsibilities. Administrative responsibilities – approximately 3/4 of time spent - will focus on supporting administrative needs of Pocono Mountains United Way. Resource development responsibilities – approximately 1/4 of time spent – will focus on event coordination and donor relations.

#### **1. Administration (approximately 3/4 of time)**

- Work closely with the Director of Development to oversee and manage the organization's Client Relationship Management (CRM) System, including data management and pledge processing;
- Assist the organization with administrative tasks related to community events, the Community Investment process and solicitation process for the annual campaign;
- Oversee local volunteers in the implementation of clerical duties, including, but not limited to, compiling mailings and preparing campaign packets;
- Perform other administrative tasks as may be deemed necessary from time to time and as assigned by the President/CEO

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## **2. Resource Development (approximately 1/4 of time)**

- Work closely with the Director, Development to implement an annual resource development plan.
- Assist in the planning, coordination and execution of special events.

### **Accountability**

The Admin & Database Manager reports to the Manager, Special Initiatives. Day to day guidance will be provided by the Manager, Special Initiatives for administrative and resource development responsibilities. Work hours may be added, as agreed upon with the President/CEO.

### **Minimum Requirements for the Position**

- High School Diploma or GED;
- Ability to work with minimal supervision after orientation/training;
- Excellent inter-personal skills as well as written and oral communications skills;
- Excellent attention to details;
- Excellent organization and time management skills;
- Excellent computer skills and ability to learn new software;
- Some project management experience is an asset;
- Prior experience with CRM and/or Grant Management software is an asset;
- Ability to work within the following physical factors/working conditions: indoor office environment; occasional use of personal vehicle (mileage reimbursable); light lifting of supplies; and occasional non-regular hours.

A resume and cover letter should be submitted to:

301 McConnell Street Stroudsburg, PA 18360

Or emailed to: Sarah@PoconoUnitedWay.org

Pocono Mountains United Way is an Equal Employment Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual orientation or handicap.

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