



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

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## Database Manager

<b>Job ID</b>	<b>1E-00-66-87-13-A7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=1E-00-66-87-13-A7">https://careers.indigenous.link/viewjob?jobname=1E-00-66-87-13-A7</a>	
<b>Company</b>	Indspire	
<b>Location</b>	Ohsweken, Ontario	
<b>Date Posted</b>	From: 2020-10-26	To: 2020-11-16
<b>Job</b>	Type: Full-time	Category: Information Technology
<b>Languages</b>	English	

### Description

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit, and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2019-20, Indspire awarded \$17.7 million through 5,124 bursaries and scholarships to First Nations, Inuit, and Métis youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the Indspire Awards, a celebration of the successes achieved by First Nations, Inuit, and Métis people that is broadcast nationally.

Never has there been a better time to join this national leader!

We are currently hiring for a Database Manager. Reporting to the Director, Individual Giving, the Database Manager upholds the critical role of maintaining Raiser's Edge NXT and documenting processes and procedures to support quality data entry and extraction. The role is responsible for the performance, integrity and security of data and ensures that staff are trained and adhere to data processes across the organization. This position will also lead regular reviews of processes and procedures and support the development of the database as donors and gifts grow, as well as troubleshooting issues on behalf of users. The Database Manager works collaboratively with colleagues across the organization in contributing to the achievement of Indspire's vision and mission.

The position responsibilities of the Database Manager include:

#### Database Management

- Acts as Raiser's Edge NXT database administrator for organization;
- Manages database, including maintenance, user accounts, global changes, gift entry processes, reporting, queries, and data clean-up projects with the goal of providing current, consistent and accurate data;
- Develops and delivers clear and accurate reporting and tracking tools and instructions for reports, dashboards and data extracts;
- Creates and implements up-to-date procedures for entry and reporting and ensures all entries conform to these procedures;
- Develops, runs and reviews timely donor reporting audits to ensure accurate gift entry and acknowledgment;
- Produces all lists from database for mailings such as invitations, newsletters, and direct mail products;
- Creates and maintains an overall data management strategy;
- Ensures the database is maintained with the latest updates from Blackbaud;
- Leads and works with all users across the organization to ensure everyone knows and uses processes and procedures consistently for inputting and processing data;
- Keeps all processes and procedures up to date and provides or recommends training where needed;
- Reviews any third-party platforms, plug ins and ensures they are all kept up to date and working well;
- Ensures that database fundraising income reconciles with Finance accounting records.

#### Data Analysis

- Collaborates with colleagues to understand their data analysis needs and make recommendations and plans to ensure these are met;
- Works with colleagues to develop supporter/beneficiary journeys and ensures segmentation to user preferences;
- Provides data insights for marketing plans and data sets for implementation;
- Ensures colleagues across the organization have the data to meet both financial and activity reporting requirements;
- Creates complex queries to allow data to be extracted.

#### Direct Marketing & Digital

- Creates all online giving forms, including those for special and peer-to-peer campaigns on Raiser's Edge and other platforms like CanadaHelps;
- Advises colleagues on best practice for using data analysis to inform marketing and communications plans;
- Assesses opportunities for new interface with the website and other online forms;
- Advises colleagues across the organization about the latest trends and opportunities in emerging new digital platforms for obtaining and processing data;
- Other duties or projects as assigned.

#### Qualifications

- Completion of a college diploma or university degree or equivalent experience.
- Minimum two years of experience with Raiser's Edge, preferably as an administrator in a non-profit fundraising environment.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities and create value in the face of obstacles.
- Knowledge of the issues affecting Indigenous peoples and experience in Indigenous communities preferred.
- Demonstrated openness to learning and willingness to engage in cultural competency training.

- Demonstrated excellence in customer service and administrative skills.
- Excellent verbal and written communications skills.
- Strong interpersonal and public relations skills to communicate effectively with corporate sponsors and donors to meet their needs.
- Team player who takes initiative.
- Ability to influence and model best practice with colleagues.
- Ability to work with sensitive information with complete confidentiality.
- Able to work quickly, efficiently, and accurately with an attention to detail.
- Proficiency in MS office suite, particularly Microsoft Excel.
- Must be able to work occasional evenings and weekends and engage in possible travel.

The duties within this job description can be amended from time to time.

#### **How to Apply**

This is a full-time position based at Indspire's Toronto office. The salary range is competitive with a comprehensive benefits package, including pension plan.

We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit, and Métis people and all others interested in this position.

To apply, please forward your résumé and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca). All qualified candidates will be contacted directly. Only those candidates selected for an interview will be contacted. No agency calls please.

To learn more about Indspire, visit [indspire.ca](http://indspire.ca).

Deadline for Applications: Monday, November 16, 2020.