



Job Posting

Database Manager Burnaby Hospital Foundation

DATE POSTED: February 15, 2024

CLOSING DATE: March 31, 2024

STARTING DATE: ASAP

HOURS OF WORK: 37.5 hours per week, Monday to Friday

Burnaby Hospital Foundation is committed to making equity, diversity, and inclusion part of everything we do. We need people from all backgrounds and experiences to help build the future of healthcare. We care deeply about the culture we are creating and are seeking staff who are not only strong in their own aptitudes but also care deeply about supporting the people we serve and each other. If this sounds like you, please apply!

THE ORGANIZATION:

Burnaby Hospital Foundation (BHF) was established in 1982 to raise financial resources needed for life-saving surgical, diagnostic, and medical equipment, innovative tools for patient care in Burnaby Hospital, and other community healthcare needs. Since its inception, Burnaby Hospital Foundation has contributed more than 30 million dollars to the hospital towards equipment from over 80,000 donors in our community. The Foundation's mission is "to raise funds through community partnerships to make Burnaby Hospital the best it can be."

JOB SUMMARY:

This is a full-time position for an experienced database management professional to make a strong contribution to the Foundation's success and Burnaby Hospital's transformation. The Database Manager is responsible for the overall gift processing functions and activities in a timely and accurate fashion using Raisers Edge NXT database systems. Maintain the performance, integrity, and security of the data. Assist with planning, upgrading, and troubleshooting of the database and development of policies and procedures related to the use of database systems. Perform regular and ad-hoc data processing, reporting, and analysis.

KEY RESPONSIBILITIES:

- Responsible for processing and receipting gifts timely, completely, and accurately using Raiser's Edge software and Raiser's Edge NXT.
- Reconciles gifts processed in Raiser's Edge with bank statements. Delivers the reconciled report to the VP, Finance and Administration on a monthly basis.
- Keeps database operational and up to date to support other operational and fundraising functions and activities, including entering constituent information, and properly coding gifts in terms of GL,

- appeal, campaign, funds and solicit codes, ensuring integrity and security of information stored.
- Generates queries, lists, dashboards, and reports using Raiser's Edge for various operational and fundraising functions, including data mining required for cultivation and stewardship projects, direct mail packages, donor recognition, prospect and donor research and auditing, and financial reporting.
- Understands donor stewardship best practices and is able to create prompt, engaging donor acknowledgment communications and processes.
- Maintains database integrity; installs upgrades and performs duplicate record checks to ensure data is of high quality.
- Assists with the development and implementation of policies and procedures related to database systems and compliance requirements, ensuring proper documentation, and following the rules, regulations, and guidelines of the Canadian Revenue Agency (CRA).
- Performs other related duties as required.

SKILLS AND COMPETENCIES:

- Advanced and current proficiency in Raiser's Edge and Raiser's Edge NXT (especially pertaining to gift records and gift processing).
- Strong organizational and administrative skills with the ability to establish efficient work processes and systems.
- Strong analytical skills and the ability to identify, resolve, and troubleshoot database issues.
- Strong attention to detail and accuracy in data entry.
- Ability to train, direct, and lead colleagues in the area of Gift Processing.
- Excellent interpersonal skills and the ability to work and communicate effectively and tactfully, verbally and in writing with donors and with people at all levels, internal and external to the organization.
- Ability to work under pressure and produce high-quality accurate work promptly.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint);
- Current knowledge of CRA, PCI, Privacy regulations, and policy.

QUALIFICATIONS:

- Applicant must have a minimum of 2 years' experience working with Raiser's Edge NXT.
- Graduation from a recognized diploma program in business management or related field, supplemented by courses in computer science or internet-based applications plus three (3) to five (5) years of database experience preferred or an equivalent combination of education, training, and experience.
- Ability to work under pressure and meet deadlines.
- Highly reliable and detail-oriented.
- Prepared to respond to a fast-paced, changing fundraising environment requiring flexibility with respect to working hours.
- Experience working in a not-for-profit or the charitable sector is an asset.

WE OFFER:

- A competitive salary.
- 37.5 hour work week.
- Four weeks paid vacation to start that grows the longer you're with BHF.
- An excellent employee group benefits package.
- Support for training and development.
- Municipal Pension plan (a rare defined benefits pension plan).



- Generous leave provisions (sick time, maternity top-up, and special leaves).
- 13 paid statutory holidays.

To apply, please send a cover letter and resume to Claire Wang (Claire.Wang@bhfoundation.ca). Applications will be reviewed as they are received. Only successful applicants will be contacted.