

# Fellowship Job Profile

## Database Manager

This person should be naturally detail-oriented, solution-minded, tech savvy, and resourceful when solving problems. They must easily adapt to new data platforms and computer softwares while implementing ongoing database processes. This position requires consistency, a curious mind, and a faithful heart as we continue to improve data processes across the organization.

### Primary Responsibilities

- Database structure and building
  - Dashboard & Metrics Management
  - Rock website structure (MyFellowship)
  - Report creation for ministries and communications
  - Data Integrity reports
  - Automation relating to website
  - Workflows relating to forms
  - Group structure and set-up in Rock
  - Oversee registration templates and instances
  - Check-in systems for ministries
  - Work with other departments to send mass communications (text, email)
  - Monthly meeting with Rock developers, DTS
  - Provide training to staff and approved volunteers
  - New systems for ministry projects as needed
- Person and Family Profile Management
  - Status and information updates per profiles
  - New person information
  - Management of duplicate accounts
  - Setting standard for gathering information
  - Oversee staff security access
  - Assist with profile troubleshooting with ministries and congregants
- Giving
  - Elements within the database only, working with Business Team

### Qualifications

- Personal

- Spiritually mature with high emotional intelligence
- Commitment to quality and excellence
- Positive, can-do attitude
- Detail-oriented, adaptable, and takes initiative
- Problem solver.
- Independent worker, self-starter
- Intuitive - connect the dots
- Professional
  - Computer skills
    - Active and effective learner of various computer software such as Microsoft Word, Excel, Gmail and all other platforms as assigned.
  - Database experience (preferred)
    - Clear understanding of relational database concepts
    - Previous experience working with databases, Rock RMS preferred
  - Detail-oriented, adaptable, and takes initiative
    - Appreciates the importance details that affect quality, integrity, timeliness and goal achievement
    - Takes the initiative to improve processes through critical thinking and analytical problem solving.
    - Responds effectively to change and considers new approaches and strategies
  - Ability to work independently as well as on a team
    - Excellent work ethic when working on individual projects and as part of a team
  - Bachelor's Degree or equivalent experience required

## Hours and Expectations

- 40 hours per week, Mon-Fri
- This position reports to the Operations Manager while working closely with the ministry assistants and coordinators
- This role is hybrid; primarily working from home with the ability to come into the office as necessary for projects