



**Job Title:** Database Specialist  
**Reports to:** Head of Development  
**Based at:** Mecklenburgh Square, London WC1N 2AB  
**Salary:** £15,200 per annum for two days a week

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### **Job purpose**

- Ensure that the database is 'fit for purpose' in supporting the work of the College's fundraising and alumni activities.
- Provide the experience and expertise to shape the way Goodenough uses data to enrich quality, reporting and communications.
- Support the Development Team and provide the framework to ensure new data structures, processes, and infrastructure support the College's organisational priorities.
- Be responsible for the business-critical day to day database management.

### **Key responsibilities**

#### Database Review

1. Ensure that the Development and Alumni Relations team data is uniform and clean, with appropriate business rules, coding and reports in place. Conducts data checks on a regular basis and works with the Head of Development to review the day-to-day business requirements.

#### Database Management and Reporting

2. Review and maintain all policies and procedures in relation to the use of Raisers Edge and ensure that all data recorded is GDPR and PECR compliant and up to date with current legislation.
3. Ensure accurate and timely data capture of all donations and gift aid received by the College. Maintain gift management and reconciliation processes in collaboration with the College's finance department and other colleagues.
4. Be responsible for data selections and segmentation for fundraising and marketing campaigns. Analyse the results of such campaigns and work with colleagues to improve performance of future campaigns.
5. To deliver standard and ad-hoc reports for the Development Team as required, ensure data is recorded in a timely and accurate manner, including inputting data as required.
6. Work with Development colleagues to establish a major donor prospect management system.
7. Manage the relationship between the Goodenough Global (Alumni Portal) and Raiser's Edge.
8. To work with relevant colleagues to develop, implement and monitor systems for efficient and consistent data capture and transfer between College departments, databases, websites and software platforms.

9. Work closely with the College IT Department to ensure the integration and smooth operation of the database into College systems.
10. Act as the College's Raiser's Edge expert and provide training to all new staff as relevant, ensuring all training documentation is kept up to date.
11. Act as the liaison point with Blackbaud and other relevant suppliers, implementing required database upgrades.

Analysis and Insight

12. Provide financial and statistical reports as required for departmental or management meetings. Produce a quarterly Gift Aid report and keep abreast with all legalities around Gift Aid claims.
13. Oversee the prospect management implementation process and work closely with colleagues to build and review the College's pool of prospects.
14. Analyse and interpret information to produce comprehensive profiles and reports for use by Development and Alumni Relations staff, senior colleagues, and volunteers.

Other Duties

15. To undertake other reasonable duties as required by the Head of Development, Director of Development and Alumni Relations or the College.

**Person Specification**

<b>Job Title:</b> Database Specialist	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of using Raiser's Edge</li> <li>• Experience of gathering user requirements and translating requirements into database and/or process design</li> <li>• Experience of coming up with imaginative solutions to business situations</li> </ul>
<b>Technical Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Understanding of data structures in a fundraising environment and experience of developing new structures to meet changing requirements</li> <li>• Ability to create imports and exports and perform updates, deletions and facilitate regular processes</li> <li>• Ability to work with high levels of accuracy with numbers and data, and to interpret information</li> <li>• Ability to organise and prioritise workloads</li> </ul>
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of GDPR regulations and developing process to ensure compliance</li> <li>• Ability to maintain good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals</li> </ul>