

NATIONAL RELIGIOUS VOCATION CONFERENCE

Position Description

TITLE: Director of Database Administration

FLSA Status: Permanent; FT; Exempt

GENERAL SUMMARY

To serve our members and fulfill the mission of the National Religious Vocation Conference (NRVC), this position maintains the NRVC IOTA database, manages the Catalyst emails/articles, and is the key liaison with the NRVC website vendor. This position regularly updates, maintains, and analyzes the data of NRVC members, collaborators, donors, diocesan vocation offices, and vicars/delegates, to track participation, engagement, and benefits usage. This position addresses website issues for resolution, contributes to website content, and consults with the vendor to maintain and upgrade the website to meet the future needs of the organization. This position is part of a leadership team that operates together to fulfill the role of executive director of the NRVC.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintain platforms needed for membership and donor engagement including member database, email broadcaster, event registration, and other tools that require the use of NRVC data
- Collaborate with the team to ensure data platforms and processes in use meet the needs of NRVC mission, members, and staff
- Collaborate with staff and vendors to identify necessary data and create effective imports, exports, reports, or other analyses of data, including:
 - Process and record member/donor data
 - Generate and process member/donor appeals and acknowledgments
 - Generate internal reports to support membership, finance, and development to facilitate current operations and continuously enhance services provided by the NRVC
 - Provide data exports for print publications including the HORIZON journal, and the NRVC Annual Report
- Consult with website developer/manager regarding ongoing website functionality and to resolve website issues
- Track website analytics to help staff identify opportunities and increase member engagement
- Participate in contributing to website content
- Maintain the accuracy of data and troubleshoot issues regarding data flow
- Develop and codify protocols for importing, exporting, managing, and protecting data

- Research and implement changes and best practices in data management; act as compliance officer for GDPR oversight
- Act as liaison for at least one National Board Standing Committee and its Chair
- Support the Director of Mission Integration and Director of Membership via the setup, delivery, and tracking of membership and member benefits, including workshop registrations
- Support the Director of Development in the implementation, delivery, and evaluation of direct mail fundraising campaigns
- Collaborate with the Director of Finance in the interface between customer relations management and financial accounting software systems

GENERAL

- Participate with the National Board and Office to ensure that the mission, vision, and values of the NRVC are clearly met
- Support the organizational culture of trust, teamwork, and competence in service of the members for the overall success of the NRVC
- Uphold team leadership by preparing for, attending, assisting, and participating in weekly check-in meetings via Zoom, monthly operations meetings in-office, quarterly strategic visioning meetings on-site, and communications meetings with partners; continue to develop the pillars of the team leadership model: mission-driven, member-focused, leaderful, and accountable
- Operate as a consistent professional and upstanding public representative of the NRVC; represent the NRVC at external events as needed
- Provide office hours determined in conjunction with the leadership team to best serve the membership of the NRVC
- Prepare for, attend, assist, and participate in NRVC events, the biennial Convocation, and Board meetings with travel as needed
- Assist with general office duties to support the ongoing mission of the NRVC

EDUCATION

- Undergraduate degree in related field and/or related work experience; graduate degree in pastoral studies or similar field preferred

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and proficiency in Microsoft Office (specifically Excel), CRM software (Raiser's Edge), email broadcast software (Emma), website editing, Zoom, Dropbox, and other appropriate office software; ability to learn new technology skills when necessary
- Cultural and ecclesial competency; understands and supports the mission of the Roman Catholic Church, consecrated life and vocation ministry
- Communication and collaborative skills; ability to sustain professional relationships

- Ability to create original and professional correspondence; excellent written and verbal skills in English; competency in Spanish and/or other languages is encouraged
- High organization and detail orientation skills; ability to manage multiple projects simultaneously
- Ability to work independently and productively with minimal supervision
- Professional problem-solving skills and self-control in stressful situations
- High degree of trustworthiness, honesty, discretion; practices a high level of confidentiality and integrity
- Adaptability and flexibility in meeting the changing needs of the organization and the development of this position
- Ability to demonstrate personal initiative in meeting time schedules, and maintain high-speed internet and reliable cell phone service for off-site job responsibilities, as this position offers the opportunity to work on-site or remotely
- Accessibility to pick up mail, resources, etc. in the national office weekly
- Ability and willingness to accept and respond appropriately to professional evaluation of the position

Annual evaluation by NRVC leadership team, and acknowledged by the Board Chair or designee.

This describes the general nature and level of work required in this position; other duties and responsibilities, and additional knowledge, skills and abilities may be required.