

# CHRISTIAN BROTHERS CONFERENCE

LASALLIAN REGION OF NORTH AMERICA  
RÉGION LASALLIENNE DE L'AMÉRIQUE DU NORD

## **Database Manager / Administrative Assistant**

Christian Brothers Conference (CBC) is seeking a Database Manager / Administrative Assistant to provide leadership to the overall data management and integrity processes of the organization's DonorPro/Salsa database. This role will help the organization communicate with our constituents, track donations, and register conference attendees, with an eye toward maintaining and ensuring data accuracy. He/she will take pride in a clean database and will work cross-functionally with all CBC departments to support their varied data needs. Reporting directly to the Director of Development, the Database Manager will have a deep understanding of the organization's data and play a vital role in operations. Additionally, the Database Manager will provide general clerical support to senior staff.

Christian Brothers Conference provides programming and support for the Districts and the more than 100 ministries in the Lasallian Region of North America (U.S. and Canada) of the Institute of the Brothers of the Christian Schools (De La Salle Christian Brothers). Lasallian education is rooted in the vision and innovations of Saint John Baptist de La Salle, patron saint of teachers, who founded the Institute in 1680. The Lasallian educational mission provides transformative experiences that are innovative and holistic.

### **Responsibilities**

- Ensure that all organizational data management needs are met and effective processes are designed for acquiring, cleansing, and integrating external and internally generated data
- Assume overall responsibility for day-to-day DonorPro/Salsa operation and maintenance, including:
  - Entering all new data, correcting and removing existing data as needed
  - Management and prioritization of ongoing support requests and administrative needs of other users
  - Developing and frequently using quality control reports, and processes to continuously monitor data quality and integrity
  - Assisting users with report design and management
  - Identifying areas for process improvement and implement solutions
  - Overseeing and performing the data import and verification process for all records and associated data fields
  - Generating database reports including letters, name badges, labels, etc.
  - Serving as an engaged and involved team member, supportive of the varied experiences and perspectives of internal and external colleagues
- Main receptionist, answering all phone calls and transferring to the necessary person
- Support and actively build an office culture dedicated to superior customer service that exceeds expectations

- Work within the team and among teams to ensure that decisions are made to further the organization's mission and goals
- Assist senior staff with administrative tasks and duties
- Assume other responsibilities as assigned

### **Skills and Experience**

- Database administration experience
- Excellent computer skills, databases, Microsoft Office, etc.
- Meticulous attention to detail and strong organizational skills
- Strong problem solving skills
- Excellent customer service orientation
- Demonstrated ability to establish and maintain effective relationships and partnerships with co-workers
- Excellent communication skills (written, oral, and interpersonal) for cross-department collaboration
- Ability to prioritize competing responsibilities
- Ability to set and consistently meet deadlines and commitments
- Commitment to Catholic education

### **How to Apply**

This is a full-time position offering a competitive salary, health benefits, employee pension plan, 403b, and professional development. Our office is located at 415 Michigan Ave NE, Suite 300, Washington, DC 20017. To apply, please email your resume and cover letter to [jobs@cbconf.org](mailto:jobs@cbconf.org) by February 15, 2017. Learn more about Christian Brothers Conference at [www.lasallian.info](http://www.lasallian.info).