



the Stephen Lewis
FOUNDATION

Turning the Tide of HIV & AIDS in Africa

stephenlewisfoundation.org

Job Posting

Database Manager

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the AIDS pandemic. The work unfolding in these communities is ground-breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations which are turning the tide of the HIV and AIDS pandemic in sub-Saharan Africa by providing care and support to women, children, grandmothers, LGBTIQ communities, and people living with HIV and AIDS. Since 2003, the SLF has funded over 1800 initiatives, partnering with more than 325 community-based organizations.

Salary: \$82,000-85,000

Job Summary

The Database Manager provides day-to-day leadership for the performance, reporting and effective use of Raiser's Edge and related software used for managing donor relations and communications across the Foundation. Reporting to the Senior Director of Operations and working closely with the Finance and Fund Development teams, the Database Manager sets business rules, data and reporting protocols, runs reports and supports analysis of data, and troubleshoots problems to ensure the effective use of data across the organization.

This is a full-time position and is based at our downtown Toronto office. Given COVID-19, all SLF staff are temporarily working remotely until further notice.

Job Duties and Responsibilities

Data Management

- Establish and monitor business rules, data and reporting protocols to increase efficiency, continuity and effectiveness and to ensure the integrity of data.
- Perform regular system updates which include addressing accuracy, de-duping of records, records upload, complex data extracts, data analysis etc.



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- Establish, run reports and analyze data to support the fund development team in analyzing and planning for donor stewardship and donor journey strategies.
- Establish and run reports to support the finance team in tracking income, planning for revenue and fulfilling audit requirements.
- Serve as lead for
 - Key projects and tasks such as process mapping, and process improvements.
 - Data integration between the different platforms and/or external vendors.
- Work closely with IT to ensure infrastructure is up to date and functioning at maximum capacity.
- Proactively keep track of new systems features and evaluate appropriateness of these features. Recommend actions as appropriate to Foundation teams and translate these new features and options to end-users to improve the accessibility of data and ensure the database and reporting tools are being utilized to maximum benefit capacity.

Donation Processing

- Support donations processing to ensure they are processed accurately and within pre-established timelines and protocols and be responsible for the daily and monthly reconciliation.
- Provide expertise and support to all teams in the organization as it pertains to donations processing.

Training

- Train new and current staff in the proper use of Raiser's Edge, new functionality rollouts, as well as training on running reports and queries designed to empower users to run their own data.

Qualifications

- 7 years of experience in Database management
- Expert knowledge of Raiser's Edge. Blackbaud Raiser's Edge certification is an asset
- Experience with and high level of knowledge of MailChimp, AKA Raisin and related integration software
- Excellent knowledge of donation processing, CASL, data and financial reconciliation and audit requirements
- Experience managing system changes with a commitment to process improvement
- Works effectively both independently and as part of a team
- Ability to meet deadlines in a fast-paced work environment
- Excellent written and verbal communication skills



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- Personal commitment to the values of feminism, anti-racism, anti-colonialism, social justice, solidarity, and gender equality

Reports to: Senior Director of Operations

Those wishing to apply please send your resume and cover letter to careers@stephenlewisfoundation.org. Please note "Database Manager" in the email subject line.

This posting will remain open until the position is filled.

Please *do not call or email* the Foundation about this posting. Only those selected for an interview will be contacted. **Please note that due to COVID-19 the recruitment process will be conducted virtually via-zoom meetings.**

The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, and LGBTQ2S+ persons.

The Stephen Lewis Foundation is an equal opportunity employer. Thank you for your interest