

SENIOR DATABASE MANAGER

STATUS: Full-Time, Parental Leave Contract (18 months)

SALARY: \$87,974

LOCATION: Remote within Canada or Toronto, ON (Flexible Hybrid)

APPLICATION DEADLINE: April 21, 2025

ABOUT US

For over 20 years, the **Stephen Lewis Foundation (SLF)** has been a trailblazer in international development and philanthropy, challenging traditional power structures by shifting resources into the hands of local communities impacted by HIV in Africa.

We work to address the inequities that perpetuate the HIV epidemic in Africa by providing funding and allyship to community-led organizations. These local experts, advocates and activists are championing health and human rights every day. Join us in amplifying their impact.

ABOUT THE ROLE

Reporting to the Deputy Director, Annual Giving, the **Senior Database Manager** provides day-to-day leadership for the performance, reporting and effective use of Raiser's Edge and related software used for recording all donations revenue and for managing donor relations and communications across the Foundation. Working closely with the Finance and Operations teams, the Senior 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.

WHAT YOU WILL DO

- Establish business rules, data and reporting protocols to increase efficiency, continuity and effectiveness and to ensure integrity of data.
- Perform regular system updates that include addressing accuracy, de-duping of records, records upload, complex data extracts, data analysis etc.
- Establish, run reports and analyze data to support the fund development team in analyzing and planning for donor stewardship and donor journey strategies.
- Recommend and build donor segmentation for fundraising appeals
- Identify and implement opportunities to leverage Raiser's Edge NXT and related software to improve stewardship programs

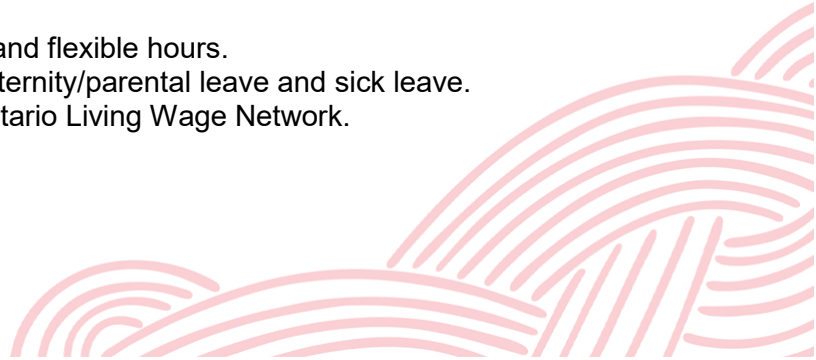
- Establish and run reports to support the finance team in tracking revenue, supporting financial data integrity through reconciliations, budgeting and fulfilling audit requirements.
 - Support donations processing to ensure they are processed accurately and within pre-established timelines and protocols and be responsible for the daily and monthly reconciliation.
 - Provide expertise and support to all teams in the organization as it pertains to donations
 - 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 Operations 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.
 - 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.
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WHAT YOU BRING

- 5+ 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; RE NXT, Importomatic and Chimpegration an asset.
 - 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
 - Personal commitment to the values of feminism, social justice, solidarity, collaboration and gender equality
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WHY WORK WITH US?

At the SLF, we value and invest in our team. Here's what we offer:

- **Time off:** 4 weeks of vacation plus sick and personal days; extra days off in December, as well as extra long weekends in summer
 - **Comprehensive benefits:** Health, dental, vision, life insurance, employee assistance program
 - **Flexibility:** Hybrid remote work options and flexible hours.
 - **Parental and sick leave:** Top-up for maternity/parental leave and sick leave.
 - **Competitive wages:** Certified by the Ontario Living Wage Network.
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HOW TO APPLY

Submit your **cover letter** and **résumé** to careers@stephenlewisfoundation.org. Please include “Senior Database Manager” in the subject line.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- People with lived experience of HIV
- Racialized persons/persons of colour
- 2SLGBTIQ+ individuals
- Indigenous peoples
- Persons with disabilities
- Women

Applicants must be legally entitled to work in Canada and be fully vaccinated against COVID-19, subject to valid exemptions.

