



Database Systems Manager

The Elizabeth Dole Foundation (Foundation) is looking for an experienced professional to join the team as the Database Systems Manager. In this capacity, they will oversee all elements of the Foundation's database systems. This position will report to the VP of Operations and will work across all departments to align the Foundation's data processes with its strategic and tactical goals for communications, marketing, development, and programmatic initiatives.

Responsibilities

- Integrate the Foundation's platforms for data storage, data management, and digital marketing. Ensure that all systems support data collection via the Foundation's website
- Develop and enforce policies for effective data management and data sharing
- Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data
- Work closely with department leads to design forms for receiving, processing, or tracking data. Processes data including receipt, entry, verification, or filing of information.
- Devise and implement efficient and secure procedures for data handling and analysis with attention to security and protection of any private personal and/or health-related information.
- Promote and support data-focused organizational culture, organize trainings, and support others in the daily use of data systems while ensuring adherence to legal, ethical, and Foundation standards
- Manage data extraction and reporting processes, including generation of data queries based on validation checks identified during data entry to resolve identified problems.
- Collaborate with the Foundation's IT (Information Technology) managed services provider to protect against security breaches and data losses
- Troubleshoot data-related problems and authorize maintenance or modifications
- Confer with Foundation's department end users to define or implement system requirements such as data release formats, delivery schedules, and testing protocols. Writes work instruction manuals, data capture guidelines, and standard operating procedures.

Requirements

The Elizabeth Dole Foundation is looking for a nonprofit professional based in Washington, DC with an option for remote work. The applicant should have excellent verbal and written communication skills, with excellent proficiency in Microsoft Office. Experience working with the military and veteran community will be considered when choosing the best applicant for this position.

Technical Skills / Experience

- Proven experience as database systems manager
- Excellent understanding of data administration and management functions
- Proficient with Salesforce, and familiarity with tools such as CommunityForce, MailChimp, and WordPress.
- Familiarity with and high-level competency with Office 365 and SharePoint
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills
- Familiarity with military culture and/or the issue of family caregiving preferred
- Must be innovative and strategic with a passion for growing programmatic impact
- Must be detail-oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Ability to work in a fast-paced environment and meet tight deadlines
- Demonstrates unwavering integrity and ethical conduct
- Able to satisfactorily perform duties and assigned tasks with little supervisory oversight
- Is discreet; understands when confidentiality is required
- Excellent organizational and interpersonal skills
- Demonstrates energy, optimism, and passion for helping others

The Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or military and veteran caregiver status.

To Apply

Candidates interested in applying should send their resume and a cover letter including details of salary expectation in PDF format:

Neil Sumilas, Vice President of Operations
Neil@elizabethdolefoundation.org