**DATABASE MANAGER**

Cleveland Institute of Art invites applications for the full-time position of Database Manager reporting to the Director of Annual Giving and Stewardship. The main role of the Database Manager is to record and acknowledge the institutions donor data and donations using the Raisers Edge software as well as generating valuation letters acknowledging all gifts. The ideal candidate will demonstrate great attention to detail as this role will be responsible for managing all data entry procedures. All data entry should be entered correctly and in a timely manner so candidates should have the ability to organize information and priorities with minimal supervision. It is vital that the Database Manager has the ability to work in a fast-paced environment and be able to start and resume work on projects, amid changing priorities, with the capacity to meet deadlines.

Candidates should have great commination skills due to this position working as a liaison between the Offices of Institutional Advancement, Information Technology, and Business Affairs. The Database Manager should be analytical as you will be directly responsible for analyzing the database, troubleshoot any problems and overall, improve processes. Proficiency in Microsoft Office (i.e. Excel, Word, PowerPoint) is imperative due to the reporting that is pulled and provided to various campus constituencies as well as providing research on alumni and other prospects.

A Bachelor’s degree is required for this position. Two years’ experience working with fund-raising database systems, preferably with an educational institution. It is essential that candidates exhibit confidentiality and maintain confidential information of alumni, corporations, foundations and prospects. This position plays a key role in maintaining the Raiser’s Edge system’s integrity and having detailed knowledge of Raiser’s Edge is highly preferred. This position requires a significant knowledge of computer software and databases, report generation, along with an understanding of the non-profit environment and IRS regulations regarding philanthropy.

We encourage applications from members of groups that have been marginalized or underrepresented in art and higher education and who will contribute to the breadth and diversity of our community.

**Compensation**

This is a full-time exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.

**Review of applicants will begin June 6, 2022 and will continue until position is filled.**

*Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and* *actively pursues individuals from all backgrounds. Additionally, CIA complies with all* *applicable federal, state and local laws and provides equal opportunity in all educational programs* *and activities, admission of students and conditions of employment for all qualified individuals* *regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status,* *gender identity or national origin.*

**ABOUT CIA**

The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators.  With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by *USA Today* as the “Best Arts District” in the country.

The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design.  Visit our website at: [www.cia.edu](http://www.cia.edu)

**CIA Vaccination Requirement Notice**

Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.

All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [hr@cia.edu](mailto:hr@cia.edu).