

Database Manager

Primary Area of Focus - Database Systems

Updated - 06/09/2022

Employee Name - TBD

Rules of Engagement

- Weekly 1 on 1 meetings with IT Director to ensure alignment of vision, discuss tension points, and develop the necessary systems to support Riv's core ministries
- Leverage database systems for Riverview's ongoing function and growth through continued learning about and teaching of available software tools
- Communicate and make decisions thoughtfully, prioritizing the best interests of the Gospel and Riverview Church

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<p>1. ChMS Database Manager</p>	<ul style="list-style-type: none"> • Timely creation and maintenance of processes as requested by Riverview Core Ministries • Timely communication of information from database to ministry leaders, as needed • Database products, forms, and functions are created, as needed, to assist ministries • Database is kept secure and confidential • Database users are well equipped to perform functions relating to their work • Information and processes pertaining to RivKids check-in are updated, as needed, and audited semi-annually • Database records and underlying systems are kept clean, organized, and updated 	<ul style="list-style-type: none"> • Review, approve, create, test, and communicate new requests for processes to appropriate ministry leads • Create and communicate views and reports for ministry leads as requested • Create custom database views & procedures via SQL • Communicate responses from database forms and registrations to the appropriate ministry leads • Assist with the creation and maintenance of events, pledge campaigns, products, payments, registrations, and forms as requested by staff and key volunteers • Assign appropriate database access permissions to staff and key volunteers • Train staff and key volunteers in database functions as it pertains to their role • Communicate new contacts and families to the appropriate ministry leads every week • Create and update groups for all ministries, as needed • Assist with updates to records, as needed
<p>2. Planning Center Manager</p>	<ul style="list-style-type: none"> • Changes to function of Planning Center Online are executed in a timely fashion to support requests by Riverview core ministries • Ministry Leads are trained in functionality of PCO as it pertains to their area of ministry • PCO records and underlying systems are kept clean, organized, and updated 	<ul style="list-style-type: none"> • Review, approve, create, test and communicate requests for additions or changes to service types, teams, and reports to appropriate ministry leads • Train staff and key volunteers in Planning Center functions as it pertains to their roles • Provide email, phone, and in-person Planning Center support to ministry leads • Assist with cleanup of duplicate and outdated records semi-annually

RIVERVIEW CHURCH MINISTRY ACTION PLAN

<p>3. Database Systems Integration</p>	<ul style="list-style-type: none"> • 3rd party integrations with Riverview's ChMS/ database and Planning Center Online are standardized, centralized, maintained and in good working order • Requests for data pulls are executed in a timely fashion • Assistance is provided, as needed, for bulk communications, reports, or exports utilizing database systems 	<ul style="list-style-type: none"> • Create new software or service integrations that utilize data from Riv's central ChMS or Planning Center via centralized accounts in a consistent and documented manner • Integrate existing processes from other software or service providers into Riv's central ChMS or Planning Center, utilizing centralized accounts in a consistent and documented manner • Maintain processes that pull data from Riv's central ChMS or Planning Center by periodically auditing function • Assist communication department with mass communications pulled from Riv's ChMS database • Assist finance department with donation letters and other data exports, as needed
<p>4. General IT Support</p>	<ul style="list-style-type: none"> • Assistance is provided, as needed, for non-database software tools and services • Assistance is provided, as needed, for general IT needs such as system updates, maintenance and occasional help desk requests 	<ul style="list-style-type: none"> • Assist with workflows and questions in Asana, Google Workspace, Slack, and other SaaS areas, time permitting • Assist with IT help desk items, time permitting • Assist with general IT updates and maintenance, time permitting • Assist with updates to website as requested

<p>GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)</p>