



SAN FRANCISCO ZEN CENTER

Job Description

Development Database Manager

Organization Profile:

San Francisco Zen Center was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and his American students. Suzuki Roshi is known to countless readers as the author of the modern spiritual classic, *Zen Mind, Beginner's Mind*.

The purpose of San Francisco Zen Center is to make accessible and embody the wisdom and compassion of the Buddha as expressed in the Soto Zen tradition established by Dogen Zenji in 13th-century Japan and conveyed to us by Suzuki Roshi and other Buddhist teachers. Our practice flows from the insight that all beings are Buddha, and that sitting in meditation is itself the realization of Buddha nature, or enlightenment.

Today, San Francisco Zen Center is one of the largest Buddhist sanghas outside Asia. It has three practice places: City Center, in the vibrant heart of San Francisco; Green Gulch Farm, whose organic fields meet the ocean in Marin County; and Tassajara Zen Mountain Center—the first Zen training monastery in the West—in the Ventana Wilderness inland from Big Sur. These three complementary practice centers offer daily meditation, regular monastic retreats and practice periods, classes, lectures, and workshops.

Zen Center is a practice place for a diverse population of students, visitors, lay people, priests, and monks guided by teachers who follow in Suzuki Roshi's style of warm hand and heart to warm hand and heart. All are welcome.

Reporting Relationships:

As a member of the Development team, the Database Manager will report directly to and will be annually reviewed by the Assistant Manager for Major Gifts. The Database Manager will also oversee the Coordinator of Gifts Processing.

Position Overview:

San Francisco Zen Center is looking for someone with Salesforce Database Management experience to oversee and manage day-to-day donor database activities for our Development Department. We consider our database one of our most valuable assets; it holds 50 years worth of SFZC donor relationships.

You'll be an important member of the Development team whose input will be an integral part of the department's functioning and its success. We are seeking a seasoned Salesforce Database Manager who has the ability to work on multiple projects (individually and as a collaborator), track and meet deadlines, create and provide queries and reports for Development staff to use on our campaigns, and to help the Development team meet their fundraising targets.



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Duties & Responsibilities:

- Oversee donor database(s) and third party apps
- Collaborate on strategy for business processes and best usage of database
- Manage gifts processing and acknowledgments
- Provide reports and queries as required to support Major Gifts and fundraising campaigns
- Train and manage other Salesforce users
- As necessary, problem solve and update the database and third party apps
- Assist in regular financial reconciliation of donor records
- Provide mailing lists to other departments as needed
- Keep up to date on Sales Force database enhancements by participating in Salesforce forums

Qualifications:

- A self starter with a positive attitude
- Previous experience managing a Salesforce fundraising database including providing queries and reports for fundraising campaigns
- An understanding of nonprofit fundraising database best practices and execution
- Salesforce Database Administer strongly preferred

Required:

- Bachelor's degree or two or more years of relevant work experience
- Demonstrate personal and professional integrity at all times, consistent with the organization's vision, mission and values
- Possess strong written and verbal communication skills in English
- Highly competent and detail-oriented in executing tasks
- Good judgment
- Ability to juggle multiple priorities simultaneously and take initiative
- Demonstrate resourcefulness and flexibility, with the ability to anticipate and act on events and opportunities quickly
- Ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels and departments toward shared objectives
- Legally eligible to work in the United States; no sponsorship provide

To be successful as a member of the SFZC staff, you will also:

- Have a passion for our mission and a strong desire to impact a spiritual non-profit organization
- Be an innovative and creative thinker; you're not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team



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Environmental:

- Ability to climb multiple flights of stairs
- Type daily on a keyboard
- Be exposed on occasion to incense
- Lift and carry 15 lbs

Hours:

32 hours/week

Compensation:

\$45,000-\$48,000 DOE with medical, dental and vision insurance