

## **DATABASE MANAGER**

### **POSITION SUMMARY**

Lifepoint Church is seeking a highly organized, systems-minded, and solutions-oriented Database Administrator to support the operational and ministry effectiveness of the church through exceptional data management and reporting.

This role is responsible for overseeing the integrity, security, organization, and strategic use of church data across multiple campuses and ministries. The Database Administrator will help teams make informed decisions by maintaining accurate systems, improving workflows, generating actionable reporting, and supporting key organizational processes.

The ideal candidate thrives in a fast-paced environment, enjoys solving problems, thinks proactively, and is passionate about leveraging systems and data to support ministry impact.

### **QUALIFICATIONS**

- 3–5+ years of professional experience in database administration, operations, analytics, or systems management.
- Strong proficiency in Microsoft Office Suite, especially Excel and Outlook.
- Experience working with database platforms, CRM systems, or church management systems (CCB/Planning Center experience preferred).
- Working knowledge of SQL, reporting tools, or data querying platforms preferred.
- Experience with data integrity management, reporting automation, and process documentation preferred.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple priorities and deadlines simultaneously.
- Excellent written and verbal communication skills.
- High level of discretion and ability to handle confidential information responsibly.

### **ATTRIBUTES OF THE IDEAL CANDIDATE**

- Highly detail-oriented with a strong commitment to accuracy and excellence
- Self-starter who takes initiative and follows through consistently
- Adaptable and calm under pressure in rapidly changing environments
- Strategic thinker who proactively identifies opportunities for improvement
- Strong analytical and problem-solving abilities
- Able to build effective relationships across departments and campuses
- Thrives in a collaborative, high-accountability culture
- Receptive to feedback and committed to continuous growth and learning
- Passionate about using systems and technology to support ministry effectiveness

## **DUTIES & RESPONSIBILITIES**

- Administer and maintain the church's central database systems to ensure data accuracy, consistency, and security.
- Oversee processes related to data entry, record management, and database integrity across all campuses and ministries.
- Develop, maintain, and distribute recurring reports, dashboards, and analytics for ministry leaders and executive leadership.
- Partner with departments to improve workflows, optimize systems, and implement scalable database solutions.
- Proactively identify reporting and operational opportunities that improve decision-making and ministry effectiveness.
- Support contribution processing systems and ensure accurate donor record management.
- Facilitate and manage background check processes for approved volunteer and staff roles.
- Perform regular audits and cleanup of database records, contribution data, and contact information.
- Assist with integrations, imports, exports, and data migration projects as needed.
- Document database procedures, standards, and best practices.
- Provide training and support to staff members interacting with database systems.
- Collaborate with ministry and operational teams to improve adoption and effectiveness of database tools.
- Maintain confidentiality and security of sensitive information and donor data.
- Other duties as assigned.

## **EMPLOYMENT STATUS**

- Full-Time
- 40–45 hours per week
- Monday–Friday

## **WORK LOCATION**

- Fredericksburg, VA

## **REPORTING RELATIONSHIPS**

- Reports to the Director of Infrastructure

## **TO APPLY**

To apply for this position, please complete the online application through the Lifepoint Church employment portal.