



Position Description

TITLE: Data Systems Administrator

FUNCTION: Responsible for maintaining the integrity of the donor/prospect database, and providing analysis of campaigns and fundraising activity including individual analysis. Participate fully in team initiatives, which include event planning/execution and fundraising campaigns.

REPORTS TO: Vice President, AI Sigl Foundation

WORKS WITH: Foundation staff, volunteers, donors, sponsors

HOURS: Full Time: 37.5 hours per week, 8:00 a.m. to 4:30 p.m.; additional hours as necessitated by the responsibilities of the position

PRIMARY RESPONSIBILITIES:

- **Database**
 - Ensure the accuracy of donor records by performing frequent updates, including manual changes and systematic updates through importing record changes.
 - Build queries and run both scheduled and ad hoc reports.
 - Accurately record and report on high revenue projects. Organizing and maintaining all required back-up information in an orderly fashion is a must.
 - Set-up new initiatives and events in data base to ensure reporting will meet the foundation's needs.
 - Identify donors to steward for moves management or target for other fundraising initiatives.
 - Serve as a liaison between the donor database vendor and AI Sigl.
 - Set and communicate data entry best practices.
 - Train users, and set-up report libraries to help other users make the most of the software.

- **Donor and prospect research**
 - Researches, organizes, and evaluates a prospect's financial capacity, ability to give, willingness to give, charitable interests, and connection to the organization; produces in-depth, well-written reports on prospects based on a combination of data from the donor database, available financial records, real estate ownership, and other markers of high-quality donors.
 - Stay attuned with news articles, community recognitions, birthdays/deaths, opportunities for connection

- **Technology**
 - Prepare multiple software tools to meet event needs, which include online auctions for golf and Fine Tastings, and crowdfunding.
 - Learn new software quickly and function as an internal resource for the team.
 - Take point on software during events as needed.
- **Events**
 - Provide front-line event support, welcoming and checking in guests.
 - Keep the donor experience top of mind, and work to create a positive event experience for all attendees.
 - Utilize best practices and available software to ensure a speedy and accurate check out process for all event guests.
 - Assist with event set-up and teardown.
- **Other duties include but are not limited to**
 - Work closely with Foundation team on annual fundraising campaigns.
 - Administer the quarterly payment process for all charitable gift annuitants.
 - Assist in processing gifts and thanking donors.

REQUIREMENTS:

- High degree of accuracy and attention to detail.
- Excellent problem solving and research skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Effective planning and organizational skills.
- Ability to manage multiple tasks.
- Customer Service mentality.
- Team Player

QUALIFICATIONS:

- Database management experience required.
- Proficiency in Microsoft Word, Excel and Power Point.
- Experience with online giving platforms a plus.

Please submit resume and cover letter to:

**Debra Salmon
 Al Sigl Foundation
 1000 Elmwood Avenue, Suite 300
 Rochester, NY 14620**