



Position Description

TITLE:	Database Administrator
FUNCTION:	Responsible for maintaining the integrity of the CRM database and providing analysis of campaigns and fundraising activity. Participate fully in team initiatives, which include event planning/execution and fundraising campaigns.
REPORTS TO:	Vice President, Al 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
PAY:	\$45,000 - \$49,000

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 financial performance on high revenue projects.
 - Set-up new initiatives and events in database to ensure reporting will meet the foundation's needs.
 - Serve as a liaison between the donor database and software vendors and Al 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.
 - Process donations and prepare acknowledgement letters and other correspondence.
- **Technology**
 - Prepare multiple software tools to meet event needs, which include online auctions and peer-to-peer fundraising.
 - Learn new software quickly and function as an internal resource for the team.
 - Regularly evaluate software and hardware needs and make recommendations for best use.
- **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.
 - Lead analytics efforts on donor giving trends and solicitation performance.
 - Provide coverage for incoming phone calls and in-person guests.
 - Assist with social media activity analysis.

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, Canva, and Google products.
- Experience with online giving platforms a plus.

Please submit resume and cover letter to:

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