

A Precious Child Database Specialist Job Description

A Precious Child, Inc. is a 501(c)(3) non-profit organization devoted to providing children in need with opportunities and resources to empower them to achieve their full potential.

In working towards helping A Precious Child meet its overall objective of providing opportunities and resources for children in need, the Database Specialist upholds the critical role of maintaining the Raiser's Edge donor database and tracking all revenue/expenses for the Development department at A Precious Child. This position is responsible for the performance, integrity and security of the organization's Raiser's Edge database.

Hours: Full-Time, Exempt, with some evenings and weekends.

Reports To: Chief Development Officer

Areas of Responsibility

- Act as Raiser's Edge Database Specialist for organization.
- Manage Raiser's Edge donor database, including maintenance, user accounts, global changes, gift entry, reporting, queries, and data clean-up projects with the goal of providing current, consistent and accurate data.
- Process gifts, pledges and other donations on a timely basis and ensure accuracy of information.
- Develop and deliver clear and accurate reporting and tracking vehicles and instructions for reports, dashboards and data extracts.
- Work with the finance department to reconcile donations and ensure timely and accurate recording of financial transactions and the submission of required financial reports.
- Create and produce regular and ad-hoc reports for development and finance departments, identifying discrepancies and streamline data imports and exports.
- Create and implement up-to-date Standard Operating Procedures for entry and reporting and ensure all entries conform to these procedures.
- Produce all mailing lists from Raiser's Edge database for mailings such as invitations, newsletters, and direct mail pieces.
- Develop, run and review timely donor reporting audits to ensure accurate gift entry and acknowledgment.
- Manage credit card gift processing and document steps, including changes in the organization's credit card processing.
- Assist with making thank you calls to individual donors within 24 hours of gift transaction to all cash donors at gift values.
- Inputting inventory data.
- Assisting with campaign communications, helping to create content for the print and electronic vehicles, i.e., newsletters, e-blasts, emails, etc.
 - Assist with the end-of-year giving campaign, while working closely with marketing in the creation of high-quality collateral materials.
 - Developing and fulfilling donor benefits, recognition, correspondence and mailings while maintaining an accurate database of donor information, using Raiser's Edge.

- Other duties as assigned.

Experience and Qualifications

- Enthusiasm and passion for A Precious Child's mission and vision.
- Bachelor's Degree.
- Minimum one-two years of experience in Raiser's Edge, preferably as an administrator in a non-profit fundraising environment.
- Ability to train staff in Raiser's Edge preferred.
- Proficient in Microsoft Office Suite, particularly Microsoft Excel, and a demonstrated ability to perform mail-merge functions.
- Demonstrated ability to work successfully in a team environment.
- Ability to be flexible and quickly adapt priorities based on constituent needs and new opportunities.
- Ability to move rapidly from one task or project to another without dropping balls.
- Comfort in a growing and evolving organization; ability to learn quickly.
- Ability to independently manage multiple, deadline-driven projects from beginning to completion.
- Always discreet and ethical handling valuable and personal donor details that are often confidential.
- Able to take a tactful and ethical approach to fundraising responsibilities.
- High energy, positive, "can-do" attitude; teamwork-oriented.
- Knowledge of best practices for development infrastructure, including development information systems, planning, and campaign tracking and management.
- Capacity to investigate, analyze, and synthesize large quantities of data into a user-friendly and concise format.
- Experience building internal and external relationships across a diverse set of stakeholders.
- Strong experience with project management and problem solving.
- Experience in a fast-paced, deadline-driven environment.

Compensation: Commensurate with experience.

To Apply: Please email **cover letter, salary requirements and resume** to Chief Communications Officer Courtney Wickberg at Courtney@APreciousChild.org and put "Database Specialist" in the subject line.

For more information about A Precious Child visit APreciousChild.org