

Hildegard House Development Database Administrator

Job Details

Position Type: Four days a week, full time negotiable

Education Level Bachelor's degree required

Description of Duties

GENERAL FUNCTIONS: The Database Administrator is responsible for overseeing all matters related to Hildegard House database and associated computer systems including eTapestry. Duties include coordinating database management and data integrity to ensure safe, secure data operations.

ESSENTIAL FUNCTIONS

- Database and Systems Management
 - Manage Hildegard House's eTapestry database including data entry, report generation, and solicitor tracking.
 - Maintain effective coding structures in eTapestry.
 - Plan for and execute regular data integrity checks to ensure consistency and integrity of data.
 - Manage non-gift data input and monitor standards to ensure consistency, accuracy, integrity, confidentiality, and efficiency of data, including establishment of policies and procedures.
 - Develop reporting tools and oversee pledge reminder schedules.
 - Support solicitations and appeals including database queries and mail merges.
 - Keep Constant Contact database updated.
 - Ensure confidentiality of constituents' information.
 - Monitor all Blackbaud software upgrades and updates.
- Report Development and Generation
 - Analyze and track donor gifts with weekly and monthly reports, confirming and reconciling with bookkeeper.
 - Assist in the design of queries, exports, reports, imports.
 - Manage/oversee program and event mailing lists used for electronic and print mailings.
 - Produce donor lists as requested for internal and external purposes.
 - Manage and monitor accuracy on all custom reports.
- Gift Processing
 - Process gifts including matching gifts, pledge payments, fundraising events etc.
 - Assist to ensure that cash receipts, stock, bequests, and in-kind gifts are recorded and acknowledged in a timely manner and coded accurately.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skills in planning, time management, and organization to effectively coordinate and prioritize workload.
- Highly motivated, goal-oriented, resourceful, well-organized and able to work independently.
- Excellent oral and written communication skills, service oriented approach.
- General knowledge of accounting and financial processes preferred.
- Demonstrated ability to problem solve.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Two years of donor database experience in a non-profit environment
- eTapestry experience required

Please send resume to Karen Cassidy, Executive Director
Hildegard House PO Box 5613 Louisville, KY 40206