



JOB TITLE: Part-Time Database Administrator
STATUS: Non-exempt
DEPARTMENT: Fund Development
REPORTS TO: Director of Fund Development

The Redwoods, a Community of Seniors is a non-profit, stand alone, multi-level retirement facility located in southern Marin County California. The organization's mission is to provide and maintain a creative, affordable community that promotes good health, well-being and security for a diverse group of elders.

POSITION SUMMARY:

Responsible for the effective maintenance and management of the fundraising operations including management of our Raiser’s Edge donor database, oversee all gift processing, receipts and acknowledgment of contributions, and maintaining the integrity of donor financial and non-financial records. The ideal candidate must be proficient with fundraising database software, preferably Raiser’s Edge and Blackbaud (or equivalent) and able to perform complex database processes, imports, queries and exports to produce detailed and accurate reports for use in research, mailings, analysis, executive reporting, etc. You will also be responsible for ongoing quality control and data purity. Duties include donor correspondence, support for fundraising, communications and research, and maintaining a high level of customer service to donors and staff. The objective is to support the strategic use of data to further the organization's goals and objectives related to donor, prospect and leadership development.

The position is located in Mill Valley, close to Hwy 101. This is a part time position up to 30 hours per week (periodic additional hours during high volume times). This position is eligible for full medical benefits and pro-rated sick and vacation hours. Salary is competitive. Rare weekend or evening hours for events may be required.

Please take a look at our website for information about our amazing facility:

<http://www.theredwoods.org/>

We look forward to hearing from you if you feel this could be a great fit!

Responsibilities include:

- Expertise in producing complex database queries. Responsible for the reporting of statistics and other information on a regularly scheduled basis and as requested by staff and board of directors.
- Produce standard and custom reports to facilitate analysis and decision-making
- Responsible for all gift processing and timely and accurate communication with donors
- Work with Fund Development Associate and Director to create coding and manage lists and mailings for donor recognition and solicitation lists. Perform mail merge for solicitations and acknowledgement communications.
- Process, create and distribute pledge gift acknowledgements and tributes. With oversight from Coordinator or Director, responsible for monitoring pledge payment process, including generation of reminder notices, and past-due pledge reports, tracking of receivables and securing fulfillment terms. Informs Director of pledges which lapse and need attention.
- Ensure proper capture and use of data for all events
- Produce merge mail correspondence for appropriate signatures for solicitation and thank you letters
- Responsible for completion of constituent changes/new constituent additions which adding new donor information on donor accounts, mailing lists, performing research of returned mail and wrong phone numbers.
- Oversee effective export/ integration of data from Raiser's Edge to Constant Contact.
- Provide RE training and support to appropriate staff.
- Ensures that the data base information is accurately maintained ensuring that coding is accurate and current. In coordination with Director, responsible for global changes, clean ups and database appending procedures.
- Other duties as assigned

Requirements

- Bachelor's or Associate's degree plus a minimum two years Raiser's Edge database experience with advanced proficiency (or equivalent)
- Two to three years experience in Development (fundraising) or an executive setting preferred
- Meticulous attention to detail, including excellent proofreading and highly accurate data entry.
- Excellent analytical skills
- Ability to anticipate workload needs and proactively prioritize needed actions based upon department priorities and management's objectives. Excellent organizational skills, including

ability to handle multiple tasks, meet deadlines, and prioritize assignments.

- Intermediate-advanced knowledge of Microsoft Office Suite (Word, Excel and PowerPoint) and databases.
- Professional, positive, and approachable attitude. Good interpersonal skills. Enjoy working independently and also as a team. Ability to work and communicate with a diverse group of people, including donors, volunteers, the public, and staff.
- Ability to use discretion and diplomacy in dealing with donors, senior staff, Board members and colleagues. Ability to handle sensitive and confidential matters
- Flexibility and sense of humor.

Other Requirements

Candidates must pass live scan criminal background check and annual TB screening and flu vaccine.

Physical Requirements

Candidate or incumbent must be able to sit at a desk and use a computer monitor/keyboard for extended periods of time, up to eight hours a day and must be able to use a telephone and voicemail and other routine office equipment. Individual must see and hear sufficiently well to perform all job duties. Position requires an ability to communicate orally and in writing in English. Individual must be able to lift up to 25 pounds. Must be able to concentrate and produce accurate work in busy office setting.

The Redwoods is an equal opportunity employer. Organization policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws.