



## SUNRISE CHILDREN'S SERVICES JOB DESCRIPTION

**JOB TITLE:** Donor Database Administrator

**DIVISION:** Marketing &  
Advancement

**REPORTS TO:** Chief Development Officer

**GRADE:** D (Non-exempt) **EEO:** 5

**Effective Date:** 07/01/10

**PRIMARY FUNCTION & PURPOSE:** This position is a key component in the overall strategy and function of the marketing and advancement department.

**KEY RESPONSIBILITIES & DUTIES:** The responsibilities and duties for this position include, **but are not limited** to the following:

- Serves as data base administrator using of the donor database (Raiser's Edge);,manages the day-to-day operations of the Raiser's Edge fundraising database.
- Conducts audits to ensure accuracy and data integrity of the database.
- Processes all incoming gifts and pledges. Records all financial data on the database in an accurate and timely manner.
- Reconciles monthly and annually all fundraising revenue with appropriate members of the Finance staff regarding gifts and auditing processes.
- Tracks fundraising progress toward goal achievement, including generation of weekly, monthly, and quarterly reports; compiles and presents statistical reports for past and current year revenue; provides queries and data segmentation for fundraising campaign analysis, mailings, and prospecting.
- Analyzes contribution data, draws conclusions from analyses concerning trends, and concisely and regularly presents analyses and interpretations to the Chief Development Officer.
- Ensures acknowledgment letters are refreshed on a monthly basis and that all acknowledgment letters are mailed; prepares end of year tax reports for donors.
- Fields inquiries from donors regarding all gifts.
- Assists with online giving program, email list (email blasts) and web content updates.

### **QUALIFICATIONS:**

- **Interpersonal Skills:** Competency in nonverbal, oral and written communications; ability to identify, define and explain day-to-day problems and solutions.
- **Education:** Related college, business, technical.
- **Experience:** Minimum of Three plus years experience in data/information managment and report generation.
- **Skill:** High level or proficiency on Raiser's Edge fundraising software systems. Previous experience with and working knowledge of online giving systems. Previous expeince with Excel, Access, and automated development systems highly desirable.

Familiarity with database systems and basic programming. Previous experience in a Development office within a non-profit organization strongly preferred.

- **Creativity:** Ability to generate imaginative work or ideas affecting multiple activities; ability to conceptualize the implementation thereof; and the management of staff and/or resources across work groups, programs and departments.
- **Responsibility:** Moderate impact on quality and efficiency of services or operation of agency or revenues/expenses.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms. The employee must be able to do moderate lifting (mail bags, boxes of supplies, etc.) and operate office equipment.