



Project Angel Heart Seeks Database Administrator

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout both Metro-Denver and El Paso County and promoting the power of food as medicine.

Position Summary: Position supports the agency through extensive database management and is responsible for data integrity, staff training, data analysis, and reporting.

Amount of Time and Status: Exempt, full-time; Monday-Friday, with occasional evenings or weekends required

Reports to: Individual Giving Officer

Essential Responsibilities Include:

- Oversees management of and serves as the agency expert in The Raiser's Edge database; responsible for database maintenance, data integrity, and staff training. Also maintains and manages integrations with other systems, including Luminate, TeamRaiser, Volunteer Hub, and ImportOmatic
- Creates complex database queries and exports; runs various recurring and one-time reports as needed, and creates segmented email and mailing lists
- Maintains accurate donor records by establishing and conducting regular system audits and checks. Completes regular review of transactions to ensure accurate data and gift entry
- Serves as a liaison with vendors for our database, credit card processors, and integrated systems. Maintains knowledge of new developments and features of the system, reviews invoices and products from vendors, and recommends product changes and system upgrades
- Oversees all data input into the database and integrated systems; provides ongoing assistance to database and integrated systems users, driving best practices, and providing support and training
- Maintains volunteer records, ensuring volunteer information and timesheets are accurately tracked and audited, and staff are trained and supported
- Performs global changes, data imports, and other global database functions
- Works with the Senior Vice President to reconcile transactions and gift coding
- Provides excellent customer service to donors in updating information or answering questions regarding their giving
- Completes other data collection/entry and management tasks as assigned
- Other development duties as assigned

Preferred Qualifications:

- Extensive experience with Blackbaud's Raiser's Edge® software required. Any experience with Luminate also preferred. Significant experience with similar fundraising software considered
- High computer proficiency and accuracy; experience with Microsoft Office
- College degree preferred
- Exceptional detail-orientation, accuracy, organization, dependability, and trustworthiness
- Ability to balance and prioritize workload in a busy office
- Well-developed and flexible organizational and communication skills (written and oral) with a strong aptitude for teamwork
- Ability to listen closely and accurately relay and interpret messages
- Excellent customer service, telephone and interpersonal skills
- Experience with fundraising terminology and donor databases
- Willingness and ability to maintain confidential information required
- Willingness and ability to work with diverse populations
- Valid Colorado Driver's License and own transportation preferred

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using fax, copy, and postage meter machines. Position may require driving a vehicle on occasion, moving agency materials up to 45 pounds, and moving materials of up to 45 pounds in and out of a vehicle.

Compensation:

Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure:

Please submit resume and cover letter to the Individual Giving Officer via email only to jobs@projectangelheart.org. Cover letter should include a description of one's experience with Raiser's Edge and other fundraising software. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Qualified candidates who bring such diversity are encouraged to apply. Please, no phone calls. Target start date: Immediately