

Como Friends

POSITION DESCRIPTION

October 2017

Temporary Database Specialist

1. Primary Purpose

Using the Raiser's Edge, the Temporary Database Specialist is responsible for entering donor gifts and data, verifying the accuracy of donor data and generating reports and statistical output. The Temporary Database Specialist is the in-house source of detailed knowledge about and the expert user of the Raiser's Edge from December 2017 through March 2018.

2. Experience and Qualifications

Como Friends is seeking candidates with a minimum of two years prior experience with The Raiser's Edge. Prior experience with query, export and reporting functionalities preferred. Bachelor's Degree preferred. Proficiency with Microsoft Office required.

Candidates will have strong organization skills, the ability to manage multiple tasks and deadlines, an attention to detail and accuracy, strong initiative and the ability to maintain confidentiality. The successful candidate will have the ability to work independently in a fast paced environment and have a demonstrated ability to work effectively as part of a team. Previous experience working in a development office desired.

3. Job Responsibilities

All tasks will be accompanied by written instructions. Training by current position holder will also be provided.

Data Management:

- Ensures that procedures are followed for the entering, importing and exporting of data.
- Ensures integrity/accuracy of database records and system functionality, performing troubleshooting tasks as needed.
- Performs timely data entry of all received gifts and grants into the Raiser's Edge.
- Supports staff by pulling reports and mailing lists both on a set schedule and in response to requests, using database querying and data reporting/presentation skills.
- Works with development staff to acquire and maintain giving profiles.

Individual Giving Team Support:

- Assists Individual Giving team with mailings as necessary.

Data Security:

- Ensures confidentiality and reliability of data and proprietary information.
- Ensure security for supporter, transactional and financial data.

Administrative Support:

- Assists with the collection of money from all on-site donation boxes, fountains and mold machines as necessary.
- Assists in the implementation of fund raising and stewardship events such as Bouquets Wine Tasting and supporter Special Access events if needed.
- Maintains core professional competencies. Attends and participates in required staff meetings and user groups to ensure professional development.
- Serves as a member of a team that is highly committed to the organization's mission and goals.

The Database Specialist is supervised by the Finance Director. This is a temporary full-time position with competitive pay and paid holidays.

Como Friends is a nonprofit 501(c)(3) organization whose mission is to inspire community generosity to advance Como Park Zoo and Conservatory as a destination where people from all walks of life can gather, learn and enjoy the natural world. Como Friends does this by securing funds from the private sector to invest in programs and activities at Como. Fund-raising activities include donations and memberships from individuals, revenues from special events, grants from private corporations and foundations and revenues from gift shop operations.

Interested candidates may apply by sending a resume and cover letter to:

Megan Shackle, bCRE

Database Manager

Como Friends

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