



# Position Announcement

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| <b>Job Title</b>  | Database Administrator                               |
| <b>Department</b> | Development  |
| <b>Hours</b>      | Full-Time, Exempt, Some evenings & weekends required |
| <b>Salary</b>     | \$53,000 DOE   |

## Position Summary

The Database Administrator is responsible for the administrative application of Raiser's Edge to support the development department at The Center. This position also processes all gifts and generates acknowledgements for individuals, corporations, and foundations. In addition, this position generates reports including monthly fundraising and campaign progress reports.

Specific duties include:

- Recognizing and sharing trends, insights, connections, and opportunities found in the data through regular observation and analysis. Becoming familiar with who and what donations come in and finding and identifying patterns or other relevant information.
- Administer Development database, including effective management of confidential donor records; ensure accuracy of gift and donor information entered into Raiser's Edge.
- Produce queries/reports from Raiser's Edge to be used for mailings, invitation lists, the annual report, events, and other development activities as needed. Maintain on-going lists including Leadership Circle and Monthly Donors.
- Work with the Development team to identify new Center supporters, including individuals, foundations, and businesses. Work with the team to grow The Center's monthly giving program.
- Assist in developing an ongoing data clean-up program to maintain the integrity of the Raiser's Edge database.
- Maintain on-going lists including Leadership Circle and Monthly Donors.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience:** A bachelor's degree is preferred but not required. A minimum of two years of related experience is required. Experience with a donor database, Raisers Edge preferred. Prior experience working in the LGBT and HIV communities preferred, specifically in a non-profit setting. Excellent interpersonal skills, including the ability to communicate well on the phone is required.
- **Language Skills:** Fluency in English required. Fluency in Spanish preferred.
- **Other Skills:** Must demonstrate competence in working with a variety of diverse populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBT communities, immigrant communities, etc.) preferred.
- **Computer Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Experience with Raiser's Edge is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**To apply:** send your cover letter, application, and resume electronically to:

Ian Johnson – [ijohnson@thecentersd.org](mailto:ijohnson@thecentersd.org)

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

**Please note:** We are unable to accept any phone or walk-in inquiries for this position.

The San Diego LGBT Community Center is an Equal Opportunity Employer.