



DONOR DATABASE ADMINISTRATOR

Looking for an exciting opportunity where you can make a difference in the community? Bethany House Services (BHS) is looking for you. We have a perfect opportunity for you to join our staff as the Donor Database Administrator. Bethany House Services is a non-profit organization dedicated to empowering homeless and at-risk families with the solutions to achieve housing stability and long-term self-sufficiency.

Description

In this role you will be responsible for

- Provide database administration including maintenance and upgrades of the database and its constituent records.
- Maintain data integrity by establishing regular system checks and audits.
- Provide database analysis including the production of reports from the database, data extraction, data segmentation and forecasting to build a robust pool of qualified prospects.
- Utilize multiple sources to research existing constituents. Utilize same sources to build list of new, highly qualified prospects for individuals, corporations, organizations and foundations.
- Provide oversight of gift processing and its integration with database.
- Produce all mailing lists for various fund raising purposes.
- Produce constituent thank you, solicitation and other donor communication pieces provided by the Director of Development.
- Work in close collaboration with frontline fundraisers to increase fundraising effectiveness.
- Other duties as assigned by Development Director and/or Executive Director.

Job Requirements

- **Education:**
 - Bachelor's degree or any combination of education, training, and/or experience equivalent to completion of a Bachelor's Degree in Business Administration or related field.
- **Experience:**
 - Minimum of 3-5 years of work experience with a non-profit organization in fundraising database systems
 - Knowledge of information technology, computer systems, and software. Proficiency in using Microsoft Word, Excel, Wealth Engine, LexisNexis, IWave as well as other web-based programs.
 - Familiarity with performance metrics, prospect management and a solid understanding of fundraising strategies.
 - Experience with Raiser's Edge/Blackbaud software or other relationship database program is a plus.
 - Strong quantitative, analytical and writing skills.

Finally, you must successfully complete a criminal background check and drug test.

BHS offers a competitive cafeteria of benefits.

Interested?

Please email your cover letter and resume to [Mary Bennett Brown](#)

Bethany House Services

An Equal Opportunity Employer