



## Donor Database Administrator Job Posting

**Overview:** Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers, and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

**Position Summary:** The Donor Database Administrator essential duties and responsibilities include timely and accurate gift entry into the donor database (Raiser's Edge NXT), maintaining donor records, preparing development reports, generate acknowledgment letters while providing general operational and administrative support to the Development Office. Must be meticulous and highly organized. Ensure that all correspondence maintain confidentiality and must be comfortable working and performing in a high-paced environment. This position will work with the Development Team to provide strategic administrative support for all aspects relating to donor database management.

### **Responsibilities include, but are not limited to:**

- Process all contributions, both pledges, gifts in-kind and outright gifts into the **Raiser's Edge NXT database**
- Process donor acknowledgments and distribution in an efficient and timely manner
- Maintain accurate, confidential, and organized records of all charitable gifts, including electronic and physical backup
- Produce daily, weekly, and monthly development reports and other reports as needed to include mailing lists and all donor segmentation lists
- Maintain donor database Standard Operating Procedures

### **Perform other duties as assigned:**

- Ensure database integrity through data audits, elimination of duplicates, erroneous and outdated data, etc.
- Provide administrative support for the Development Office as may be required.

### **Personal Qualities:**

- **Collaborative** -- A dynamic personality that is collaboratively minded, can recognize, and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative and Curious** -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and critical thinking skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- **Resolute** -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects, and timelines. Excellent oral and written communications skills.
- **Trusted** -- Ability to collaborate with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.



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### **Experience and Qualifications of Successful Candidate:**

- Bachelor's degree with a minimum of three years' relevant experience in fund development and fundraising services functions and office management experience.
- Experience with the Raiser's Edge platform
- Ability to work with little supervision, with a variety of peers and with management.
- Ability to train, inspire and motivate others.
- Excellent mindfulness and ability to meet deadlines.
- Ability to manage multiple complex tasks and/or projects simultaneously while addressing the needs of the office, ability to maintain composure under pressure.
- Highly organized, initiative-taker with good interpersonal, problem-solving, and analytical skills.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas, and optimize performance through procedural changes.
- Proficiency in communicating effectively, including an ability to write and speak clearly.

### **Supervisor**

- Chief Development Officer

### **Salary and Benefits:**

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- Salary Range: \$40,000.00 - \$50,000.00

### **Application Instructions:**

Please send resume and cover letter to [hr@beyondhousing.org](mailto:hr@beyondhousing.org). This position will remain open until it is filled.

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***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.***

***Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.***

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

### **Diversity & Inclusion Statement**

At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.