Donor Database EXPERTS

Position Title: Database Specialist
Remote, Full-time, Exempt

Position Summary

Marsherall Partners, LLC dba Donor Database Experts (DDX) is seeking an experienced professional to serve as its Database Specialist. The successful candidate will be responsible for interfacing with our nonprofit clients and will assist in all aspects of the donor database and data analysis work for our clients.

Core functions include oversight of gift and constituent data entry, creating, updating and maintaining protocols for client data input and integration, prioritizing analysis and reporting, and generating fundraising reports for our client's fundraising teams. The Database Specialist will play a critical operational and relationship role in support of DDX's business development.

DUTIES AND RESPONSIBILITIES:

Overall Database Integrity Implementation

- Ensure data integrity for our client's advancement functions, with a special emphasis on donor/fundraising data.
- Work in cooperation with the DDX team, and the leadership teams and fundraising officers of our clients to ensure data integrity and management of key relationships contacts in the donor database.
- Assess, recommend and implement best practices and processes for clients, manage relationships with internal and external stakeholders, including finance, to assure timely and accurate data management, and to prioritize and deliver analytics and reporting needs.

Data & Record Maintenance

- Serve as the power user and expert of the database. Assist DDX with data analysis, implementing data coding and client training on constituent record maintenance, data extraction, innovative uses for efficiency and effectiveness, building annual and campaign-specific structures.
- Serve as expert in all modules of the database and assist with providing team training.
- Demonstrate an in-depth knowledge of importing, executing global changes, and managing table codes.
- Perform and/or provide training on weekly, monthly, quarterly and annual database clean-up for clients as needed. Establish regular "database health-checks" to ensure a clean database.

- Manage database integrity improvement projects including constituent code recoding projects, gift recodes, addressee/salutation clean-up projects, attribute recodes, etc.
- Write and update client project workplans, project briefings, and project update reports.
- Use imports as needed to update donor records to include event attendance, volunteer activity, appeals, community engagement and other critical information.

Reporting & Exporting

- Provide our Clients with reports as needed, establish regular reports for leadership team members, fundraising officers, finance, Board Members, etc.
- Work regularly with the DDX team to generate reports necessary for general ledger reconciliation, audit preparation, tax return preparation, data analysis, budget and grant preparation and reporting
- Build, analyze and segment constituent lists as needed, including invitation lists, solicitation and appeal mailing lists, email communications, and publications, including detailed donor lists for the annual report.
- Perform advanced queries and build advanced exports and dashboards, sort and analyze data, identify donor trends and produce analytical reports.
- Aid the DDX team with establishing dashboards and reports, including moves management reports.
- Build dashboards, workflows and automations within RE Unified View and/or PowerBi, PowerAutomate, or similar software.

ESSENTIAL SKILLS & KNOWLEDGE:

- An understanding of advancement operations and an appreciation for the importance of donor information management and a working knowledge of principles, ethics and practices of fundraising.
- Excellent organizational, analytical, and problem-solving skills.
- Excellent project management skills: strong attention to detail and accuracy, setting and meeting deadlines, ability to manage multiple projects simultaneously with efficiency and effectiveness. Ability to produce all reports in a timely manner.
- Effective interpersonal and verbal/written communication skills.
- Ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures.
- Proven ability to handle sensitive information with discretion and confidentiality.

QUALIFICATIONS:

Education:

- Bachelor's degree, or equivalent combination of education and experience, in information or database management.

Experience:

- 5- 7 years of progressive responsibility in database management and donor records, preferably in a nonprofit, human services or education setting.
- Proficiency with MS Office Suite (particularly Excel) required.
- 5 – 7 years of experience with Raiser's Edge and Raiser's Edge NXT/Unified View required.
- Experience with PowerAutomate, PowerBI, Tableau, or similar tools a plus.
- Must have an even disposition and the ability to deal effectively with multiple teams and internal stakeholders and handle confidential data and information in a professional manner;
- Working knowledge of performing month-end reconciling with Finance and experience with annual audits preferred.

PERSONAL QUALITIES/OTHER ATTRIBUTES:

- Aptitude and desire for building meaningful and lasting relationships with internal and external partners.
- Demonstrated ability to work successfully under pressure and work independently.
- Strong initiative and ability to work interdependently to achieve goals.
- Demonstrated ability to manage several ongoing projects at once.
- Ability to meet deadlines.
- Positive attitude and desire to go above and beyond and help out wherever needed.
- Personable, enthusiastic, professional, and organized.
- Demonstrated commitment to the DDX core values of People First, Go the Extra Mile, Take Ownership and Be the Solution

Base Salary Range:
Database Specialist: $60,500 - $75,000

The listed base pay range is a good faith representation of current base pay for successful applicants. It may be modified in the future. Pay is determined by factors including experience, relevant qualifications, and internal equity.