



POSITION DESCRIPTION

TITLE:	Donor & Membership Database Specialist
DEPARTMENT:	Administration
REPORTS TO:	Chief Development Officer
STATUS:	Part time hourly, non-exempt 20 hours per week
SALARY RANGE:	\$12 - \$14 per hour

POSITION DESCRIPTION:

The Database Specialist maintains the organization's Donor and membership tracking databases which includes data entry, report generation and data integrity audits. The Database Specialist provides support for the Administrative Office to include greeting visitors, answering general questions as well as providing assistance to the Executive Team in a fast paced office environment.

DATABASE RESPONSIBILITIES:

- Manage Member Tracking database – VISION and Donor Database – E TAPESTRY with high focus on accuracy
- Provide data entry, report generation, maintenance and organizational support in all data systems
- Produce regular mail merge reports for donor and membership mailings

ADMINISTRATIVE SUPPORT RESPONSIBILITIES:

- Supports administrative tasks for the Executive Team as requested
- Order office supplies as required
- Maintain and coordinate all conference room schedules
- Provide customer service by greeting office visitors and answering general questions
- General clerical duties including photocopying, mailing, and other tasks
- Handle other duties and responsibilities as deemed necessary or important as assigned

RELATIONSHIPS:

Internal: Maintain oral and written contact with organizational staff team

REQUIRED SKILLS/KNOWLEDGE:

- Associate's Degree
- 2 years' experience with data entry and database management – E Tapestry experience preferred
- Proficient in MS Office Suite with ability to demonstrate working knowledge of Word, Excel and Access
- A strong aptitude for databases, accuracy and attention to detail
- Excellent communication skills, both written and verbal
- Ability to work independently, be a self-directed learner, problem solve and critically think
- Ability to meet deadlines and prioritize workflow
- Ability to utilize common office machines such as photocopier and multi-line phone system

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Office Environment: Must be able to sit for long periods of time and may be exposed to extended stretches of time viewing a monitor. Physical abilities required include bending at the waist and reaching above the shoulder to maintain files, speaking clearly and listening actively, dexterity of hands/fingers to operate computer keyboard and enter data.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive list of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.