



## JOB DESCRIPTION

<b>JOB TITLE: Development Database Administrator</b>	
<b>Job Family:</b> Development and Grants	<b>Supervisor:</b> Chief Development Officer
<b>Classification:</b> Full-Time; Non-Exempt; Hourly	<b>On-Call Responsibilities:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Expected Schedule/Hours of Work:</b> 40 Hours per Week Monday – Friday business hours with some evenings and weekends required	
<b>Title(s) of Immediate Subordinates:</b> N/A	<b>Total Number of Employees Supervised:</b> Directly: 0 Indirectly: 0

### POSITION SUMMARY:

The Development Database Administrator is responsible for donor database administration, gift processing, and special project support to the Chief Development Officer.

### ESSENTIAL FUNCTIONS:

- Maintain database on donors, prospects, tribute accounts, and other relevant populations, including gifts and pledges, correspondence, bios, research, relationships, etc.
- Perform timely gift entry and data processing in Raiser's Edge database.
- Run statistical, financial, and constituent reports responsive to the needs of agency personnel and Board of Directors.
- Assist in preparing lists (mailing, prospect, etc.) as needed by staff, Board, and volunteers.
- Maintain integrity and security of the constituent database through routine maintenance and backups.
- Maintain non-donor constituent lists in the database.
- Develop and implement processes to insure appropriate, personalized, and timely gift acknowledgements to donors.
- Generate targeted acknowledgement letters, pledge payment reminders, and other donor communications.
- Maintain and update regular and special occasion acknowledgements.
- Review and maintain policy guidelines for creating and maintaining records on donors, prospects, and other constituents.
- Respond to requests for information regarding donor recognition opportunities or requests for gift history, envelopes, etc.
- Coordinate workplace campaigns.
- Prepare financial / donor reports as needed.



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- Utilize research tools to gather pertinent information on key donors and prospects, including articles of interest and evaluative materials coordinating donor stewardship, as well as welcome kits, donor clubs, and special recognitions.
- Follow all Hope House service philosophies, policies, and procedures.
- Perform other duties as requested.

### IMPORTANT COMPETENCIES (Knowledge, Skills, and Abilities)

- Maintain appropriate boundaries when working with agency personnel, volunteers, and donors.
- Maintain confidentiality, neutrality, and professionalism in role.
- Demonstrate knowledge of the dynamics and causes of domestic violence and a commitment to end domestic violence as a social problem.
- Demonstrate advanced computer and digital literacy skills.
- Demonstrate excellent organizational skills and follow through.
- Adapt to change productively and handle other tasks as assigned with impending deadlines and/or established timeframes.
- Concentrate and perform accurately.
- Work under the stress of multiple and competing deadlines.
- Demonstrate excellent written and oral communication skills.
- Demonstrate knowledge of IRS requirements for posting and acknowledging gifts.
- Demonstrate working knowledge of the administrative and faculty structure of a non-profit.
- Demonstrate strong records management skills.
- Be detail-oriented, able to establish priorities, and work efficiently with minimum supervision.

Post offer, pre-employment screening requires successful completion of a Children's Division screening and criminal background check; and valid driver's license, current motor vehicle insurance, and acceptable motor vehicle record report.

### WORK ENVIRONMENT and PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, hear, and reach with hands and arms. The employee may occasionally lift and or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception and ability to focus.



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### TRAVEL REQUIREMENTS

This position will be required to travel throughout the greater Kansas City metropolitan area and between Hope House facilities.

### EDUCATION AND EXPERIENCE:

#### MINIMUM QUALIFICATIONS:

- Associate's degree or appropriate training and experience.
- Two or more years of professional data entry experience.

#### PREFERRED QUALIFICATIONS:

- Raiser's Edge/Blackbaud donor management software experience.
- Fundraising background that includes annual, capital, United Way, government grants, and planned gift campaigns.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

***Hope House is an Equal Opportunity/Affirmative Action Employer***