TITLE: Database Administrator

FLSA Status: Part-time; Non-exempt

GENERAL SUMMARY

- Maintains NRVC member/subscriber/donor database
- Assists with membership renewal, event, and workshop registrations
- Assists in the preparation of materials for workshops and events, as well as hospitality on-site

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Is responsible for maintaining and updating an integrated and comprehensive membership, subscription, and donor data system for NRVC
- Performs accurate and timely entry of fundraising campaigns and appeals, donor gifts, and batch membership and subscription data using Raiser’s Edge database
- Creates and presents data-driven reports to the staff and National Board
- Updates the user manual for database to encompass correct practices on data entry, running reports, and proper code usage
- Responds to requests for membership status
- Prepares donation deposits for the Director of Finance and Operations
- Other duties as assigned

General

- Participate with the National Board and Office to ensure that the mission, vision and values of the NRVC are clearly met
- Support the organizational culture of trust, teamwork and competence in service of the members for the overall success of the NRVC
- Consistent professional and upstanding public representative of the NRVC
- On-site office hours determined in conjunction with office staff to best serve the membership of the NRVC; regular office hours are 8:30 am - 4:30 pm
- Preparation, attendance, on-site assistance, and participation in NRVC events and Board meetings; travel as needed

EDUCATION

- Undergraduate degree in related field or related work experience
EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and proficiency with Customer Relationship Management software, Raiser’s Edge experience preferred; demonstrated ability to learn new technology skills
- Knowledge and proficiency of Microsoft Office and interactive technology
- Cultural and ecclesial competency; understands and supports the mission of the Roman Catholic Church, consecrated life and vocation ministry
- Communication and collaborative skills; ability to sustain professional relationships
- Create original and professional correspondence; excellent written and verbal skills in English; other language skills an asset
- Highly organized and detail oriented; ability to manage multiple projects simultaneously
- Work independently and productively with minimal supervision
- Professional problem-solving skills and self-control in stressful situations
- Trustworthy, honest, discrete; practices a high level of confidentiality and integrity
- Adaptability and flexibility in meeting the changing needs of the organization and the development of this position
- Accept and respond appropriately to professional evaluation of the position

WORKING CONDITIONS

- On-site flexible work hours, twenty-four hours weekly
- Occasional travel, weekend hours as needed

Annual evaluation by NRVC staff.

This describes the general nature and level of work required in this position; other duties and responsibilities, and additional knowledge, skills and abilities may be required.