



## **DATABASE ADMINISTRATOR**

### **GENERAL DESCRIPTION**

United Arts of Central Florida, a \$9+ million nonprofit with a 32-year established history in the four-county Metro Orlando region, is looking for a database administrator to join our Development team. The Database Administrator develops and maintains our Raisers Edge development database including base definition, structure, documentation, operations and security; sets up master files and ensures accuracy and completeness of all data; and protects integrity of data using proper security controls. The database administrator enters data from source documents into the Raisers Edge database; verifies information is correct and makes changes where necessary. This position is responsible for report writing and data mining; running routine reports and performing related clerical duties.

### **ESSENTIAL DUTIES**

#### Data Entry

- Daily accurate input and tracking of donors' pledges and payments
- Maintain donor information and coding to ensure proper list pulls
- Runs acknowledgment letters and receipts according to organization policies
- Print ArtsCards for select donors
- Must complete monthly data entry in time for each monthly close

#### Fundraising Support

- Collaborative Campaign support
- Generate and email campaign acknowledgment reports to participating organizations per agreed schedule
- Generate Campaign Comparison report for development team
- Field questions from participating organizations and donors on administrative Collaborative Campaign related matters
- Campaign partner support for specialized pledge form templates
- Template support for development (online giving data mail merges)
- Generate custom reports for development staff
- Generate custom reports for partner agencies, as needed

#### General Fundraising

- Work with development staff to select and segment lists for mailings
- Pull lists, merge and print letters
- Work with development and communication to generate and segment email lists for email campaigns
- Manage fulfillment of donor benefits on a timely and accurate basis including printing and distribution of United ArtsCards
- Participate in development meetings, as needed

#### Reporting, Mailing Lists

- Support development and finance departments with report writing support
  - Create reports to analyze donor behavior.
  - Create reports to support finance functions
  - Work with development staff to evaluate performance of development strategies, project execution and campaign performance.
- Coordinate with CFO on month-end and year-end close of database per an established schedule
- Prepare special event and direct mail mailing labels and lists
- Orlando Arts magazine –
  - Manage list of UA constituents and VIP lists to receive magazine
  - Preparing bi-monthly Orlando Arts magazine mailing list to publisher (Winter Park Publishing)
  - Distribute email to cultural groups regarding editorial deadlines for season preview issue.
- Oversee the execution of development direct mail projects, including List Services –

- Draft reports for each developmental mailing,
- Produce mailing lists based on criteria set by the Director of Development
- Recognition List – work with development and communications to create donor recognition list for annual report. Format list for distribution to Campaign partners.

#### Other

- As an integral part of the team, this position must raise questions, suggest improvements, adhere to deadlines and communicate when issues arise.

Other tasks as required.

### **WORK EXPERIENCE REQUIREMENTS**

- Three or more years of demonstrated development database administration experience with increasing responsibility utilizing Blackbaud Raisers Edge software;
- Demonstrated understanding of complex data entry and reporting capabilities of Raisers Edge; Demonstrated understanding of complex data entry and reporting capabilities of Raisers Edge; **including proficiency in entering and reporting on split-fund donations.**
- Knowledge of Import-o-Matic, including import template creation
- Intermediate to advanced user in Microsoft Word, Excel and Outlook; must be able to do advanced mail merges, data extraction and sorting, and data importing and exporting between a structured database to and from Excel.
- Intermediate to advanced math skills; must be able to add, subtract, divide, multiply, and work with fractions, percentages, and averages, both on a calculator and in Excel;
- Superior written and oral communication skills;
- Ability to deal effectively with a wide range of people and situations;
- Ability to work in a team environment;
- Ability to work independently, prioritize and manage diverse activities, and advance numerous projects concurrently;

### **TRAVEL AND OTHER**

- Must have reliable car and current US driver’s license
- Travel is less than 10% of the position
- Must be able to lift 30 lbs.
- Must be vaccinated for Covid-19 with proper documentation
- Position is part of a development team and requires collaboration across marketing, development and finance.

Position offers hybrid work culture with a balance of both remote and in office weekly plans

### **EDUCATION REQUIREMENTS**

- Bachelor’s degree from a four-year college or university

Exceptional skill sets and experience may qualify in lieu of formal education

**Application Requirements:**

The pay range for this position is \$46,000 - \$50,000 annually. Compensation is commensurate with experience.

United Arts' benefits include: medical, dental, life, long- and short-term disability, employee 401K, and paid vacation, sick and holiday time.

**Please include a cover letter describing your experience as it relates to the requirements of this position and why you are interested in it. Please email your cover letter and resume to: [HR@unitedarts.cc](mailto:HR@unitedarts.cc), or fax to 407-628-9110. The position will remain open until it is filled.**

United Arts is a drug-free, smoke-free EOE.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.