



Job Announcement

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| Job Title: | Database Specialist & Development Associate |
| Reports to: | Director of Communications & Development |
| FLSA Status: | Non-exempt |
| Hours/Week: | Full time, Non-Exempt, generally 8-5 M-F, some evening and/or weekend work may be required. |
| Starting Salary Range: | \$40,211-\$47,750, DOE |
| Benefits: | Paid holidays, paid leave, medical/dental, short & long-term disability insurance, AD & D, life insurance. |
| Location: | East Portland |

Want to help make a difference? For 30 years, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them build pathways out of poverty. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include services for homeless families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing.

Diversity, inclusion and equity are fundamental values for Human Solutions, both internally and externally. HSI has a Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as coordinating staff diversity trainings and providing ongoing input into our equity planning.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.

- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan after one year of employment.

SUMMARY

The Database Specialist & Development Associate is a key member of the Human Solutions' development and communications team. They are responsible for all aspects of our Raiser's Edge fundraising database - including gift processing, complex queries and reporting, data imports and exports, regular data cleanup, general system maintenance, and coordination with the finance department – as well as event support and execution of print and email communications. The Database Specialist & Development Associate works closely with the Director to ensure that our Raiser's Edge system can support the agency's fundraising goals and strategies.

DUTIES AND RESPONSIBILITIES include the following.

Essential

1. **Database Maintenance:** Enter accurately into Raiser's Edge all donations, pledges, sponsorships, grants and gifts-in-kind received by Human Solutions via mail, online, events, and other sources. Use approved grant tracking, credit card tracking, and check and cash logs, as well as proper accounting codes. Suggest and make improvements to the database so it is as robust as needed to reach fundraising goals. Stay current on system upgrades, pursue professional development, and help Director decide when/if to adjust our contract.
2. **Donor Acknowledgements:** Generate timely acknowledgment letters developed in consultation with the Director for all donations, pledges, sponsorships, grants and gifts-in-kind. Work with other staff who receive in-kind donations to coordinate efficient in-kind gift processing.
3. **Reports, Lists & Queries:** Create accurate monthly Raiser's Edge reports of donations and pledges, gifts-in-kind, grants received, emails sent, etc. Create accurate, targeted queries as requested by the Director and other team members for donor analysis, donor histories, mail merges for appeals, event related solicitations, etc. Generate segmented lists for targeted mailings, e-mailings, and phone solicitations.
4. **Inter-department Collaboration.** Participate actively in the monthly and annual gift reconciliation with the Finance Department. Partner with finance staff, as needed, to streamline inter-department donation tracking systems.
5. **Email Communications:** Manage email list in Raiser's Edge, including inputting new addresses, tracking and reporting open rates, setting up and sending e-blasts for fundraising and other communications in Online Express. Help Director and other team members draft/edit emails as needed.

- 6. Donor Cultivation:** Work with the Director and other team members to brainstorm ways that Raiser's Edge can effectively boost our fundraising results in all areas, including events, online, mail, major and planned giving, etc.

Secondary

- 7. Fundraising Appeals:** Support the Director to execute fundraising appeal campaigns several times each year, including email, mail, and phone solicitations. Duties include mail merges, creating mailing lists from Raiser's Edge and updating addresses when needed, coordinating with a mail house to print and mail communications, setting up and sending email blasts, and tracking success.
- 8. Event Support:** Support fundraising events with data management, online and print event communications, ticketing, and gift tracking. Human Solutions holds one gala event annually along with several other donor cultivation events.
- 9. Cross Training:** Serve as the organization's point person to cross-train Finance and Communications and Development Department staff on basic functions of Raiser's Edge software, so that others can do basic data entry, queries, and reconciliation in the event of the Database Specialist & Development Associate's absence and Finance and Executive staff can access basic donor information, as needed.

SUPERVISORY RESPONSIBILITIES

No staff supervision responsibilities, but occasional volunteer supervision may be needed.

QUALIFICATIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Extensive experience with Raiser's Edge or other CRM software;
- 2+ years of experience in development or directing fundraising activities; or equivalent combination of education and experience;
- Proficient with Microsoft Office, especially Microsoft Excel; Greater Giving or other event software; and WordPress;
- Understands general accounting procedures;
- Knowledge to improve our data management and fundraising results;
- Ability to work independently with moderate guidance;
- Demonstrated organizational and time-management skills to carry out the responsibilities of the position, including managing multiple projects simultaneously;
- A strong track record demonstrating initiative and results;
- Solutions-oriented with attention to detail;
- Good project management, fundraising, and organization skills;
- Strong communication skills, both oral and written;
- Able to respond creatively and with good judgment to challenges;
- Exercises high ethical standards, including donor confidentiality;
- Positive, proactive, well organized, collaborative, self-motivated and self-directed, with a commitment to the development team.

- Ability to work well with other people and as part of a team including volunteers, donors, potential donors, and other staff;

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee may be required to stand; walk; sit; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision for screens and reading and occasionally distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The noise level is usually moderate, typical for an office environment with multiple staff.

TO APPLY

Please send resume with cover letter and three professional references to: Lisa Frack, Communications & Development Director to lfrack@humansolutions.org. References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.