



Human Solutions
Building Pathways Out of Poverty

Job Title: Database Specialist & Development Associate
Group: Communications & Fundraising
Reports to: Development Manager
FLSA Status: Non-exempt
Hours/Week: Full time (40 hours/week), generally 8-5 M-F, some evening and/or weekend work required.
Compensation: Typical starting range \$18.43 - \$20.16/hour (\$38,344-\$41,933 annually), depending on experience
Benefits: Generous benefits package; see below for more details
Location: East Portland

Want to help make a difference? Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Anti-Oppression 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 work.

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, 13 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 with a 2% employer match after three months of employment.
- A six-week paid sabbatical after every seven years of consecutive employment with HSI.

POSITION SUMMARY

The

Database Specialist & Development Associate

is a key member of the Human Solutions' communications and fundraising team. They are responsible for all aspects of our Raiser's Edge/NXT 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 support for events and print and email communications.

Database Specialist & Development Associate

works closely with the Director, Development Manager and Volunteer and In-Kind Donation Coordinators to ensure that our Raiser's Edge/NXT system can support the agency's fundraising goals and strategies. This person is often called on to support activities across the department, as needed, including general copyediting of materials and in-person event staffing.

DUTIES AND RESPONSIBILITIES include:

Essential

1. **Database Excellence:** Enter accurately into Raiser's Edge (NXT) all donations, pledges, sponsorships, grants, gift cards 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. Import new contacts and donor notes, as needed. Run reoccurring donations for credit cards and direct deposit. Suggest and make improvements to the database and related processes 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 & Stewardship:** Generate, print and mail timely and accurate acknowledgment letters for all donations, pledges, sponsorships, grants and gifts-in-kind, including year-end summaries. Work with other staff who receive in-kind donations to coordinate efficient and professional in-kind gift processing. Coordinate and schedule donor calls for leadership through Raiser's Edge/NXT.
3. **Reports, Lists & Queries:** Support the Director and Development Manager to create accurate monthly (and as needed) Raiser's Edge/NXT reports of donations and pledges, gifts-in-kind, grants received, etc. Create accurate, targeted queries as requested for donor analysis, donor histories, mail merges for appeals, event related solicitations, etc. Generate segmented lists for targeted mailings, email, and phone solicitations. Prepare appeal and fiscal year giving summaries and month-to-month/year-to-year comparisons.
4. **External Communications & Fundraising Support:** Support the Development Manager and Communications Coordinator to execute fundraising appeal campaigns several times each year, including email, mail and phone solicitations. Duties include mail merges, creating electronic and ground mailing lists from Raiser's Edge/NXT and updating/importing addresses when needed.
5. **Inter-department Collaboration.** Participate actively in the monthly and annual gift reconciliation and in-kind donation tracking with the Finance team. Partner with finance staff, as needed, to streamline inter-department donation tracking systems and gift processing.
6. **Event Support:** Work with the Development Manager and Communications Coordinator to support fundraising events with data management, registration/ticketing and gift tracking in Raiser's Edge/NXT, Give Lively and other giving platforms. Each year, Human Solutions holds one fundraising gala and an speaker event, along with several other smaller donor cultivation activities.
7. **Donor Cultivation:** Work with the Director and Development Manager 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

8. **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/NXT software, so that others can do basic data entry, queries, and reconciliation in the event of the absence and Finance and Executive staff can access basic donor information, as needed.
9. **Administrative Support:** Provide the Development Director and on occasion other team members with basic administrative tasks, including scheduling internal and external meetings, submitting monthly reimbursement requests for

department credit cards and director's expenses, drafting professional correspondence process invoices, copyediting documents for team members, and preparing check requests for finance. Special projects and other duties may be assigned.

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/NXT or other CRM software;
- 3+ years of experience in development for non-profit organizations; or equivalent combination of education and experience;
- Proficient with Microsoft Office Suite, especially Microsoft Excel; Give Lively, Greater Giving or other event software; MailChimp, NXT or other communications software;
- Understands general accounting procedures and is proficient in basic math;
- 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;
- Strong attention to and interest in detail;
- Good project management and organization skills;
- Able to respond creatively and with good judgment to challenges;
- Exercises high ethical standards, including donor confidentiality;
- Ability to work well with other people and as part of a team including volunteers, donors, potential donors and other staff; and
- Commitment to community centric fundraising principles.

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

100% virtual for the foreseeable future due to the pandemic, but a return to time in the office is expected once it is safe to do so. The noise level is usually moderate, typical for an office environment with multiple staff. The office location is predicted to be in the Gateway neighborhood of East Portland.

TO APPLY

Please send resume with cover letter and contact information for three professional references to: Sherri Phillips, Development Manager at sphillips@humansolutions.org.

Applicants are encouraged to apply early, as review of applications will begin immediately.

Human Solutions is an Equal Opportunity Employer committed to equity, diversity and inclusion. We strive to build a diverse workforce that reflects the population we serve. We strongly encourage people of color to apply for this position.