

**Elevate** ([www.elevateims.com](http://www.elevateims.com)) is one of the fastest growing fundraising consulting firms, specializing in fraternity/sorority alumni communication programs and major capital campaigns. We strive to provide excellent customer service and work with our clients to maximize the return on their investments. We seek to hire someone who shares our values and enjoys a fast-paced, friendly, collaborative, and ambitious work environment.

We are seeking a **full-time: Database Specialist**

**Position Description:** The Database Specialist's primary responsibility will be to work with the Raiser's Edge database and other office tools (including Donor Perfect) as we make the transition to Raiser's Edge. As a key member of the team, the Database Assistant will utilize Raiser's Edge to streamline processes, import new records, manage custom reports, and prepare staff and volunteers with analysis and updates. The candidate will report directly to Database/IT Manager. Elevate has a fast-paced work environment, but also values personal development and work-life balance.

**Education/Experience:** Preferred candidate will have work experience in database administration in a nonprofit, marketing, or fundraising environment. Proficiency with Raiser's Edge required.

**Responsibilities:**

- Ensure that the database is functioning efficiently and queries, reports, exports, and other processes are in good working order
- Day-to-day client transactions including address updates, other information updates, status changes, gift recording, database exports, and reports
- Coordinate with team members for new or modified report needs
- Build and run unique queries, analysis reports (including Crystal), exports, mailing lists and other items as needed by team members
- Keep all database users up-to-date and informed of data issues, new updates, and processes
- Document standard procedures for Raiser's Edge use
- Stay current on professional, technical, and evolving work related issues; serve as a resource for advice or information on best practices to colleagues
- Import of new records and general database clean-up will be required

**Skills/Requirements:**

- Preferred candidate has experience with NetCommunity within Raiser's Edge
- Demonstrated ability to learn new systems
- Experience developing, implementing, and improving processes/procedures
- Outstanding organization skills, including managing multiple tasks simultaneously
- Ability to prioritize work, be proactive, take initiative, and resolve problems
- Excellent communication skills
- Ability to work under pressure and meet deadlines
- Ability to work independently as well as collaboratively
- Solid analytical and project management skills
- Proficiency in Excel and Word required
- Strong listening and writing skills with experience writing instructions such as protocols, procedures or system/user documentation
- Preferred - Strong Excel skills including experience using advanced techniques, calculations and functions (parsing data, use of data filters, find/replace, IF, AND, OR, VLOOKUP functions, etc.)
- Strong attention to detail, ability to independently verify integrity of work through checking, auditing, reconciling, etc. Produce work with consistent accuracy and limited errors.
- Experience importing new constituent and gift records as well as update existing records (biographical, gift, phone, email, attributes, constituent codes)

Candidate should have or be working towards a Bachelors Degree from an accredited college or university with preference of degree in Information Technology or similar field or an Associates Degree with commensurate experience. **It is preferred that the candidate be a member of a collegiate social fraternity or sorority.**

**Compensation:** This is a full-time hourly position. Pay will be commensurate with experience.