



**TITLE:** Database Specialist  
**REPORTS TO:** Associate Director of Development  
**DATE:** August 5, 2020

***Kids' Food Basket*** believes all children have a right to equitable, consistent access to the nutrition they need to grow. We got our start 18 years ago by serving 125 kids each school day through our Sack Supper program, and now we serve nearly 8,800 kids each school/summer program day throughout Kent, Muskegon, Ottawa and Allegan counties. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our four Commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farm as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all.

### **Essential Job Responsibilities**

- Database Administration
  - Manage Raiser's Edge donor database, including maintenance, user accounts, global changes, reporting, queries, and data clean-up projects with the goal of providing current, consistent and accurate data at all times.
  - Produce queries, reports, and lists needed by development staff as needed for mailings, e-mailings, events, and moves management.
  - Create acknowledgement letters/tax receipts while checking for grammatical/typographical mistakes and knowledge of practical tax receipting protocol.

- In a timely and proactive basis the Database Specialist will develop and distribute recurring weekly, monthly and quarterly data reports
- Generate pledge reminders and invoices.
- Project Management
  - Lead the implementation of automated data intake system and oversight of data entry and intake systems and processes.
  - Maintain integration and data hygiene between constituent database, Raiser's Edge, and marketing system, Luminate Online
  - Create and maintain moves management system for solicitors and donors through the donor life cycle
  - Maintain database guides, policies and standard operating procedures along with development team members
  - Support data analysis needs along with development team members
  - Provide day of assistance for donor events, including ticketing and gift processing
  - Conduct ongoing staff training and technical support for RE7 and NXT
  - Support PCI compliance and vulnerability scans
- Physical requirements
  - Ability to climb, balance, stoop, kneel, crouch, reach
  - Ability to push, pull, reach and lift up to 20 pounds frequently and occasionally 50 pounds
  - Sit, stand and walk for long periods of time
  - Ability to perform repetitive tasks with wrists, hands and fingers
  - Must be able to hear and verbally communicate
  - Must be able to subject to environmental conditions with the ability to work both inside and outside.
  - Required to have visual acuity to determine the accuracy, neatness and thoroughness of the work
  - Ability to type and enter data in a repetitive manner
- Other duties as assigned

### **General**

- Participate in and assist with daily tasks of Kids' Food Basket.
- Ability to work a minimum of 40 hours per week - flexible scheduling, an occasional evening/weekend is required
- Opportunity exists for professional advancement based on work performance and organizational need

### **Skills and Qualifications**

- 3 – 5 years of experience working in Blackbaud Raiser's Edge RE7 required.
- Experience working in Blackbaud Raiser's Edge NXT preferred.
- Experience working in Blackbaud Luminate Online preferred.

- Bachelor's degree required for application.
- Previous experience working in the nonprofit sector as a volunteer or staff member.
- Ability to effectively interact with a diverse population of youth and adult volunteers from a variety of ethnic and socioeconomic backgrounds.
- Excellent organizational skills
- Ability to work in a fast paced, ever changing work environment
- Previous Possesses skills in project and time management
- Must be well versed in computer programs (Microsoft Office required)
- Ability to successfully independently as well as collaboratively.
- Demonstrated ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Must have a personal vehicle for transportation to and from offsite meetings and projects.
- Physical requirements include a typical office environment with periods of sitting at a computer screen and being able to lift up to 20 lbs.
- Must possess an understanding of fund development, stewardship and community outreach.
- Have a basic understanding of hunger and poverty issues in West Michigan.

**Compensation:** Commensurate with experience

**Benefits:** Kids' Food Basket provides a comprehensive benefits package.

**Applications will be reviewed as they are received**

(No phone calls please)

**Send cover letter, resume and salary requirements to:**

[ashleyd@kidsfoodbasket.org](mailto:ashleyd@kidsfoodbasket.org)

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identification, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.