

## ***Development Database Administrator***

 ***Rochester, NY***

Planned Parenthood of Central and Western New York (PPCWCNY) protects and provides health care and education that empowers individuals and families. With respect. Without judgment. *No matter what.*

Diversity and inclusion are core values at Planned Parenthood of Central and Western New York (PPCWCNY). PPCWCNY recruits exceptional and diverse staff. PPCWCNY strives to develop staff into leaders for a diverse and global workplace.

In support of Planned Parenthood of Central and Western New York (PPCWCNY)'s mission, the **Development Database Administrator** will work closely with Development staff to understand the organization's fundraising needs, strategies, and goals and support the maintenance and execution of the operating procedures and structure in the database to support all facets of the development operation. This position operates at the level of a "power user" in both RE NXT web view and database view and be capable of handling all tasks related to the database. The Administrator will ensure that giving, biographical and prospect management data is entered and maintained accurately so that reports can be created consistently. The Administrator is also responsible for training other staff on the use of RE NXT and for creating and updating current "how-to" documentation on policies and procedures.

### **Essential Functions**

#### **Database Oversight**

- Understands the structure and set-up of all fields and code tables in the database
- Understands the needs of PPCWCNY's fundraising program (reporting, analysis, list generation) and is able to structure the database in such a way that those needs are easily supported
- Anticipates upcoming needs as they pertain to the database (i.e. list generation for specific appeals/events) and provides staff with options for set-up in the database to support these needs.
- Understands structural issues within the database that may impede the timely completion of projects and provides options and approximate timeframes for addressing these issues.
- Oversees the creation of code table entries, attributes, constituent codes, addressee/salutations, etc. to ensure that all are being created correctly and are not duplicative of information in other locations in the database.
- Performs a comprehensive review of all fields in the database, documenting their use, monitoring for duplicative information, and ensures that data is stored in proper locations and proper formats.
- Creates and updates Standard Operating Procedures and definitions for all database and gift processing tasks then posts to Policy Stat

- Identifies, oversees, and implements database clean-up projects, ensuring that these are being done as quickly and easily as possible with the use of the global tools in Raiser's Edge
- Responsible for data integrity including: ensuring all information/data is entered accurately and in a timely manner, while adhering to all data management policies and procedures
- Provides qualified staff access to data by determining and setting permissions, creates and oversees security user groups, sets up new users, disable former users both in database view and web view
- Ensures data integrity and donor confidentiality is preserved by ensuring users are sufficiently trained in operating procedures
- Works with the IT department to ensure data security
- Acts as primary liaison with Finance Department; responsible for completion of monthly, quarterly, and year-end reconciliation within assigned deadlines in coordination with finance.
- Provides data and back-up documentation for yearly agency audits, in coordination with VP of Development and Director of Finance
- Manages contracts and vendor relationships with Raiser's Edge (RE) and other software companies that are utilized by the department
- Ensures all data complies with legal regulations and ethical standards
- Stays abreast of all relevant Raiser's Edge and NXT training, and product developments, serving as the liaison with Blackbaud and the Raiser's Edge Consultant

### **Reporting**

- Prepares quarterly and annual reports for Planned Parenthood Federation of America (PPFA), including but not limited to, AARF, Zip Code Revisions, Merge and Purge Reports, Leadership Briefing Calls, and Leadership Council Webinars
- Runs reports from donor database for annual funds, development communications, office of the CEO, and annual report for volunteer department
- Creates and runs regular auditing queries to ensure that data integrity is maintained
- Develops reports to inform the Gifts Officers, Vice President of Development, Annual Fund and Stewardship Manager, and others about the success/trends of PPCWNY's fundraising program.
- Audits development reports and lists to ensure that they contain accurate information

### **Project Research and Moves Management**

- Serves as project manager for monthly prospect/moves management meetings with Gift Officers (local and national, as applicable). This includes preparing agendas, managing meetings, and preparing monthly reports including, but not limited to, prospect status timeline analysis, proposals in progress, closed proposals, prospect qualifications, new prospect assignments, and prospect removals from prospect re-assignments and removals from portfolios for current staff, as well as manages the transfer of portfolios
- Prepares quarterly analysis reports on the productivity of Gift Officers for review by VP of Development
- Works with research consultants to input results and determine names with VP of Development for research and RE consultant to ensure process and work management

### **Other Accountability Activities**

- Provides support to the Development Department including attending fundraisers, organizing events, and other fundraising events as assigned
- Maintains workplace giving contract enrollments, employee giving, matching gift eligibility, and all cause related marketing programs such as State Employees Federated Appeal (SEFA) and Combined Federal Campaign (CFC)
- Participates in and adheres to the agency's risk and quality management program
- Ensures the highest possible standards of donor customer service, including acknowledgement turnaround time and acknowledgment personalization
- Performs other duties as assigned by VP of Development

### **Qualifications**

*Applicants must possess the following qualifications (or equivalent combination of education and experience):*

#### **Education–**

- Associates degree required; Bachelor's degree highly preferred in business or a related field

#### **Experience–**

- 3-5 years in a "power user" or database administrator role; experience with Raiser's Edge or comparable donor data management software preferred

### **Knowledge, Skills, & Abilities:**

- Excel proficiency including pivot tables, formulae, lookups, exports and graphing essential.
- Exceptional organization and project management skills, ability to multitask and prioritize.
- Familiarity with basic fundraising concepts and terminology
- Analytical and strategic thinking, able to grasp and interpret abstract concepts and implement structure in the database to distill data into usable information
- Proficiency in Microsoft Office, Microsoft Teams, Smartsheet
- Ability to learn new technologies quickly
- Demonstrated ability to teach, instruct, and oversee staff about the use of the database
- Flexible to meet changing and dynamic aspects of donor fundraising
- Must be committed to maintaining confidentiality of all proprietary and/or patient information
- Must be able to work a flexible schedule to meet deadlines with ability to travel to multiple sites when needed
- Ability to work independently and communicate effectively with others
- Must have excellent communication skills (verbal and written)
- Must have reliable transportation and/or a valid driver's license not in jeopardy of being revoked

- Demonstrates a commitment to respecting and learning about the cultural differences, backgrounds, historical traumas, and intersectionality of all colleagues, clients, customers, and vendors
- Planned Parenthood seeks candidates who are proficient in two or more languages

### **Physical Requirements**

- Possess sufficient mobility to perform the Essential Functions listed in this Job Description with or without an accommodation
- Ability to travel to all agency locations as assigned

### **Work Schedule**

This is a full-time, 40 hour a week, position; regular schedule will be Monday - Friday with occasional evenings and weekends.

### **Benefits & Compensation**

At PPCWNY, we are committed to equitable compensation practices and transparency. In alignment with these efforts, the salary for this position ranges from \$56,638.40 to \$65,582.40/year. Actual compensation will be determined by experience and other factors permitted by law.

In addition to competitive compensation, PPCWNY offers an extensive benefits package with generous Paid Time Off, 10 paid holidays, affordable medical, dental, and vision options, Health Savings Account or Flexible Spending Account, 401(k) with match, and much more!

### **How to Apply**

Visit the following link: [Paylocity](#)

*Planned Parenthood of Central and Western New York is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, protected veteran status, or status as a qualified individual with disability.*

*We are committed to workforce diversity and aspire to reflect the communities we serve. To that end, we strongly encourage people of color, LGBTQ identifying individuals, people with disabilities and other underrepresented groups to apply.*