

APOLLO

JOB DESCRIPTION

Job Title: Database Administrator
Department: Development
Reports To: Senior Manager, Special Events & Database

Position Summary: The Database Administrator is responsible for managing the fundraising database, Raiser's Edge/Raiser's Edge NXT. Responsibilities include but are not limited to:

Raiser's Edge

- Enter and process all donations via Raiser's Edge (RE) and Online Express
- Manage gift transmittal procedure and the transfer of transmittal documentation to Finance
- Create and distribute daily and weekly gift reports
- Work with Finance and the Development teams on gift adjustments and fiscal year-end reconciliation
- Train and monitor staff usage of RE NXT and act as the primary contact for RE troubleshooting
- Maintain and setup yearly appeals, funds by fiscal year, events, and other RE Database configurations
- Ensure that all updates to donor records are made correctly and in a timely manner
- Build and modify advanced queries/lists, imports, exports, reports and other functions in database view and NXT
- Actively oversee event management and RSVPs via Online Express
- Generate mailing lists for Development staff (and other departments as needed) for all direct mail appeals, events, and donor management activities

Development Records

- Create an RE handbook and coordinate with Development team on the maintenance of procedural documentation
- Manage the digital filing of all gift documentation
- Work with Finance to reconcile gift amounts in RE with accounts receivable
- Work to improve record retention policies and processes

Requirements:

- Minimum 2 years of non-profit database experience, preferably in a cultural institution
- Experienced in Raiser's Edge Database View and NXT
- Proficient in Microsoft Word, and advanced in Excel
- Capacity to develop new procedures in addition to maintaining existing protocols
- Exceptional organizational skills and great attention to detail
- Strong verbal and written communication skills
- Successfully works independently, self-directed, as well as adaptable in team settings
- Ability to handle proprietary and confidential information

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. Some travel may be required in this role.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by competitive salary and our extensive benefits package including paid time off, medical, dental and vision benefits, and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

***To apply, send cover letters, resumes to Human.Resources@apollotheater.org.
Please include the job title in the email subject.***

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