

# Database Specialist Position

**OBJECTIVE:** The Database Specialist will be responsible for gift entry and acknowledgments, helping to monitor and ensure the accuracy of records in the donor database, prospect identification and research. As part of a growing development team the candidate will provide support as needed to advance the cultivation, stewardship and overall engagement of donors.

The Database Specialist will report to the Philanthropy Director.

## **ESSENTIAL FUNCTIONS MAY INCLUDE:**

- Gift entry and acknowledgment
  - Ensures efficient handling of donations.
  - Enters gifts and pledges into the Raiser's Edge database in an accurate and timely manner, producing appropriate acknowledgment letters for all gifts entered.
  - Updates the donor database as needed with additions and changes to donor information. Performs database review and clean up tasks in a timely manner.
  - Reviews and reconciles information from the donor database with files provided by payroll, finance or other areas of the organization.
- Prospect Identification and Research
  - Involved in the compilation, formatting and presentation of detailed information on current and prospective donors as requested or identified.
  - Participates in the process of screening constituents, helping to identify those with philanthropic capacity.
  - Participates in prospect management activities, including helping to track the prospect pipeline and providing input regarding appropriate cultivation or solicitation strategies.
- Donor Cultivation and Stewardship
  - Contributes to the development and implementation of processes and systems that assist with monitoring and execution of cultivation and stewardship activities.
  - Participates in the development of cultivation and stewardship strategies and helps to monitor and report on related activities.
  - Participates in the planning and execution of donor cultivation, recognition and stewardship events.

## **REQUIRED:**

- Bachelor's Degree
- Minimum of two years' experience with Raiser's Edge Donor Management Software

## **SKILLS:**

- Proficiency in the use of Raiser's Edge Donor Management Software required
- Must maintain a high level of confidentiality and have a tactful, mature and sincere attitude
- Ability to work both independently and as part of a team
- Strong organizational, interpersonal, communication and project management skills
- Strong attention to detail
- Proficient computer skills (including Microsoft Office)
- Strong skills in volunteer management and group leadership
- Ability to problem solve
- Utilizes "best practices" for data entry

To apply for the position, please send resume, cover letter and salary requirements to [laura@astronautscholarship.org](mailto:laura@astronautscholarship.org)