



Development & Database Specialist

<u>Department:</u>	Advancement
<u>Status:</u>	Exempt
<u>Education:</u>	Bachelor's Degree preferred
<u>Reports to:</u>	Vice President of Advancement

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Signature programs include: Enterprise Village and Finance Park and Take Stock in Children, all of which are initiatives that started in Pinellas County and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Development and Database Specialist provides support to the Development Department in the areas of donor-related data management, event data processing, daily gift entry, donor research, reporting and data analysis and also provides administrative support to the VP of Advancement.

Responsibilities include but not limited to:

Data Entry and Extraction

- Accurately process daily gift entry, reconcile to daily deposits, process all online donations and event registration entries
- Direct and control gift accounting and reporting activities, ensuring efficiency, accuracy and security
- Maintain appropriate internal controls related to the recording of the transactions assigned
- Compile and provide regular development reports as requested

Development Support Services

- Implement timely donor acknowledgement process for all gifts
- Assist in the preparation of the annual development department budget
- Provide training and support for staff on all Raiser's Edge software
- Partner with the Development Team to ensure a seamless prospect research and review system
- Develop and analyze reports for development staff to track progress of prospects through the system
- Monitor and deliver status reports to VP of Advancement on the progress of development staff members' activities on a regular basis
- Build and support online donation and event pages
- Provides other support as needed to VP of Advancement and Development team

Database Maintenance/Administrative Oversight

- Maintain the structure of attributes, code tables, configuration items, and all other setup functions and make configuration, code table, and user security and system role modifications
- Maintain data integrity by establishing regular system checks, such as locating records without constituent codes or addressees/salutations
- Create and maintain Designation/Fund, Campaign, and Appeal records
- Conduct periodic review of data to ensure compliance with internal data protocols
- Conduct periodic review of outdated queries, exports, reports, batches, and duplicate constituent records
- Responsible for creating, updating, and evaluating internal processes to improve operations
- Maintain and update the policies and procedures manual for development department activities
- Coordinate with VP of Advancement for all incoming/outgoing staff on access to Raiser's Edge

Skills/Attributes:

- Advanced experience with Microsoft Office Suite, including Word and Excel in the capacity of conditional mail merges, pivot reports, graphs, and advanced formulas
- Experienced with relational database concepts including interfacing and/or integrating data from multiple sources, extracting data for external analysis, and performance, integrity, and security of databases
- Customer-focused and professional manner in dealing with others
- Exceptional organizational skills with attention to deadlines and detail
- Highly organized and able to effectively manage tasks simultaneously

Experience Required:

- Experience in a development/fundraising environment
- Donor-related database experience required, Raiser's Edge experience preferred
- Bookkeeping experience required, basic accounting knowledge preferred

Physical Demands/Work Environment:

The physical demands described herein 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 these functions.

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

Interested applicants may email (hr@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Development & Database Specialist" in the subject line. No phone calls will be accepted.