Brief Description of Organization:

Ronald McDonald House Charities New York Metro (RMHC NYM) is a not-for-profit 501(c)(3) organization that focuses on the critical needs of children by operating programs that provide families with access to pediatric healthcare on Long Island and allows the family unit to remain together during the stress and uncertainty of a medical crisis.

Position Title: Database Administrator

Salary: Salary commensurate with experience

Responsibilities: Ronald McDonald House Charities New York Metro is in search of a Database Administrator. This position is responsible for the performance, integrity, and the security of the RMHC NYM's main databases. The ideal Database Administrator will be involved in the strategic planning and development of the database as this branch continues to grow. This role is a full-time position.

This role would be responsible for maintaining the above databases. The ideal candidate would create and document database policies and procedures for all three databases. Candidate would have to train staff and volunteers on the functions, policies, and procedures for the databases appropriate to their work function.

Responsibilities would include but are not limited to:

- Managing Raiser's Edge donor database, including data import, maintenance, user accounts, global changes, gift entry, reporting queries, and data clean-up projects with the main goal of providing current, consistent, and accurate data.
- Generating, editing, and processing gift acknowledgements tributes and pledge reminder letters and/or data files.

- Collaborate with fundraising team to track and report on fundraising progress, donor trends and analytics, as well as to ensure quality control.
- Provide charitable gift reporting, including but not limited to batch reports, monthly development reports, monthly stewardship reports, monthly solicitor activity reports, comparative reports and other reports as requested.
- Create reports, letters, queries and analysis as needed.
- Data and gift processing
- Support for event management team
- Database vendor liaison

Qualifications:

- Bachelor's Degree (preferred)
- Must have familiarity/experience with Blackbaud
- Minimum three years' experience with data administration
- Familiarity with database queries
- Knowledge of database design and theories
- Familiarity with database management best practices
- Knowledge of IT security best practices
- Experience with a variety of computer information systems
- Excellent attention to detail
- Problem-solving and critical thinking
- Good multitasking abilities

Any additional information?

- Capability of extracting and/or loading data, authenticating data, ensuring all hardware and software are updated, monitoring the performance software.
- Ability to configure servers and databases, preserve data integrity and ethically handling data including financial and/or healthcare data throughout the company.
- Knowledgeable in cybersecurity measures

Key Database:

- Blackbaud (Raiser's Edge & Raiser's Edge NXT – Development)

- Family Registry

Application Instructions:

Please send COVER LETTER AND RESUME to jbicierro@rmhcnym.org. No phone calls please.

RMHC NYM offers a competitive compensation and benefits package, including employee health benefits, a matched 403 (b) plan, life insurance, disability insurance, flexible spending account, generous paid time off and professional development opportunities. Must be able to successfully pass a background check. EOE.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this position.

Organizational Website: https://www.rmhcnym.org/careers