



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: \$60,000 - \$70,000

Key Databases:

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

Responsibilities and Position Summary:

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 organization continues to grow.

This role is a full-time position, and the ideal candidate would be responsible for maintaining our databases. The ideal candidate would create and document database policies and procedures for the organization. This candidate would have to train staff and volunteers on the functions, policies and procedures for the databases appropriate to their work function.

These responsibilities would include but are not limited to:

Gift and Donor Management:

- 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 acknowledgement tributes and pledge reminder letters and/or data files.
- Verify and research payments against pledges for proper allocation.
- Run gift reports when requested and produce gift and pledge acknowledgements with accuracy and within 72 hours of receipt of gift.
- Review and analyze data issues, reconcile transactions, and audit work completed.
- Combine and Merge duplicate records for Database clean-up.



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Financial:

- Provide charitable gift reporting, including but not limited to batch reports, monthly development reports, monthly stewardship reports, monthly solicitor activity reports and comparative reports.
- Data and gift processing
- Review and analyze data issues, reconcile transactions and audit work completed.
- Report gift and pledge information to Director of Finance and Director of Major Gifts.
- Facilitate check and cash weekly and end of month bank deposits.
- Produce weekly, monthly, annual, and ad-hoc reports for Development team, mailings and events.

Additional Responsibilities:

- Administrative support as assigned.
- Support for event management team.
- Database liaison.
- Work with staff members on training and proper use of each database.
- Work with our IT company with support of our website, databases, etc.

Qualifications

- Bachelor's Degree
- Blackbaud experience
- Minimum three years' experience with data administration.
- Familiarity with database queries and database management best practices.
- Experience with a variety of computer information systems.
- Excellent attention to detail.
- Problem-solving and critical thinking skills.
- Great multitasking abilities.

Additional Skillset Needed:

- Capability of extracting and/or loading data, authenticating data, ensuring all hardware and software are updated, monitoring the performance software.



To Apply:

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) retirement plan, life insurance, disability insurance, flexible spending account, generous paid time off and professional development opportunities.

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.