



Job Title: Database Administrator

Reports To: Senior Director, Philanthropy & Major Gifts

Duration: 1-Year Contract with Possibility of Becoming Permanent, Full-Time Position

Location: Anywhere in the U.S.

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers

Scope of Work

SHPE seeks an organized, detail and deadline-oriented Database Administrator to manage and oversee Raiser's Edge, the donor management system used by the Fundraising and Sales Department. The Database Administrator upholds a critical role in maintaining the donor database and tracking all donor data for the development of SHPE's philanthropic and fundraising initiatives.

Working alongside the Sales Department, the Database Administrator is responsible for the performance, integrity and security of the donor management system and will be involved with the planning and the development of the database as it grows. This individual will also play a critical role in data analysis and troubleshooting issues on behalf of the users across the organization and will serve as the point of contact for reconciliations of all contributions and expenses with the Finance & Accounting Department.

Contractor Responsibilities

Raiser's Edge

- Maintain the overall quality and integrity of the Raiser's Edge database, including working with Raiser's Edge support staff to troubleshoot problems with the database and remain current with updates to the system
- Generate timely acknowledgement letters to donors (within 48 hours of receipt of gift)
- Work with key staff to update and maintain highly accurate and current donor data that effectively tracks key information, cultivation of activities and histories
- Work with Senior Director, Philanthropy & Major gifts to establish and maintain best practices and procedures
- Develop queries based on the needs of various departments

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- Generate various strategic mailing lists for different departments as needed
- Establish and codify database best practices
- Follow strict code of confidentiality

Revenue Reconciliation

- Support the Finance & Accounting Department with annual audit
- Ensure the correct linkage between Financial Edge and Raiser's Edge
- Prepare revenue reports as requested and in preparation for Board of Directors quarterly meetings
- Reconcile and close monthly development financials

Other

- Serve as an active member of the Sales team, contributing to goal setting and the refinement processes and procedures
- Perform other duties as assigned

Desired Skills and Experience

- Believe in the Mission and Vision of SHPE
- Strong planning and organizational skills
- Detail oriented & problem solver
- Dependable and able to work without significant supervision
- Ability to partner and build relationships with team members
- Practice utmost professionalism in a multicultural setting
- Proactive
- Flexible and multi-task oriented
- Ability to work with variety of constituents such as corporate partners, board members and staff
- Working knowledge of MS Office
- Networking Savvy
- Ability to work cohesively with a team
- Exceptional Communication and interpersonal skills
- Impeccable ability to prioritize tasks, contribute to a healthy and productive work environment and follow through on duties as assigned
- Excellent problem-solving, analytical and evaluative skills
- Ability to meet deadlines

Mandatory Job Qualifications

- Minimum Education: BA/BS from an accredited institution preferred
- Minimum of 3 years of Raiser's Edge Experience (preferably at expert level)
- Demonstrated ability to:
 - Analyze data
 - Reconcile monthly development financials
- Familiarity with Blackbaud hosted databases and Raiser's Edge NTX

Job Experience required:

- At least 3+ years' experience in:

- Non-profit industry
- Customer service
- Sales, Development and/or Philanthropy
- Database management & administration

Work Environment:

- Moderate noise level
- Demonstrated ability to work both independently and collaboratively
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned
- Excellent problem-solving, analytical and evaluative skills
- Ability to meet deadlines
- 5% travel

Physical Demands:

- Ability to stand $\frac{1}{3}$ of the time
- Ability to lift 10lbs or less $\frac{1}{3}$ of the time
- Ability to walk $\frac{1}{2}$ of the time
- Ability to sit more than $\frac{2}{3}$ of the time
- Ability to talk & hear $\frac{2}{3}$ of the time

COMPENSATION AND BENEFITS

- This is a 1099, 1-year contract position with the possibility of transitioning to a full-time permanent opportunity after 1 year
- No benefits will be offered with this contract opportunity

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume
- Cover letter (with the subject Contractor, Database Administrator)
- 3 professional references
- Fee requirements

Note: Submission deadline is revolving until filled. Monthly Fee Rate Range: \$5,000 - \$5,400

EEO STATEMENT

It is the policy of SHPE not to discriminate against any contractor, individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.