

OPEN JOB ANNOUNCEMENT:

The Keewaydin Foundation seeks to hire a **Database Administrator/Development Associate**, a key member of the successful Keewaydin Foundation Development Team. This staff member is responsible for all aspects of the donor database, including maintaining the integrity of the data, creating queries, report preparation, and gift processing. This position also supports staff in the areas of fundraising, communications, and constituent relations.

This position reports to the Director of Development. Applicants are required to have a minimum of three years' recent database management; Raisers' Edge experience is a plus but other database experience will be considered. This is a salaried position and is full-time, year-round with benefits. The successful candidate will work out of our Keewaydin Foundation Office in Salisbury, VT.

RESPONSIBILITIES

Database

- Manage the Raisers' Edge database of alumni, parents, staff, grantors, and other constituencies.
- Ensure that donors' records are accurate to the degree possible in Raiser's Edge and take steps necessary to maintain data integrity and ensure abidance with the Foundation's Policies.
- Process all gifts and generate gift acknowledgement letters, receipts, and pledge reminders
- Prepare revenue reports and reconcile them with gift reports generated by the Business Office Manager.
- Prepare queries for complex reports through the "back-end" of Raisers' Edge.
- Prepare and distribute donor and/or mailing lists for appeals, newsletters, the annual report publication, parent appeals, and special mailings.
- Code appeals and solicitations, event attendance, affinity groups, and relevant notes in Raiser's Edge.
- Prepare development-related audit materials.

Stewardship

- Manage and implement the Foundation's stewardship program for donors.
- Prepare thank you notes for Directors.

Development

- Prepare solicitation materials for fundraising staff.
- Prepare and assemble pledge reminders, giving society renewal letters, event invitations, and holiday cards.

Alumni

- Coordinate Alumni and Work Weekend at Vermont campuses.

All other duties as assigned

QUALIFICATIONS AND SKILLS REQUIRED

Overall

- Bachelor's degree and a minimum of three-years in work-force.
- **3+ years database management.**
- **Raiser's Edge experience a plus.**
- Strong attention to detail.
- Strong problem solving and organizational skills.
- Excellent written and verbal communication skills.
- Event planning a plus.

Personal characteristics

- An appreciation of youth development and the outdoors.
- Strong problem solver who can operate well independently and collaboratively.
- Persistent and able to see projects through to successful completion.
- Outgoing personality and inherent interest in people.
- Highly organized and pro-active.
- Quick learner.
- Team player willing to jump in as required.

Technology (over and above database skills)

- Mastery of Microsoft Office Suite including Word, Excel, and PowerPoint.
- Mastery of Dropbox, Google Drive Suite including Docs, Sheets, and Forms a plus.

OTHER

Compensation and Benefits

Salary is competitive. Excellent benefit package.

How to Apply

Submit cover letter, resume, and a list of three references via e-mail to Mary L. Welz at mary@keewaydin.org. Candidate screening will begin on July 1; this position will remain open until filled with a suitable candidate.