

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	Development
POSITION:	Database Administrator
CATEGORY:	Full Time - Exempt

SUPERVISOR: Associate Director of The Catholic Foundation of the Diocese of Sacramento, Inc.

JOB DESCRIPTION:

Responsible for the management and maintenance of The Catholic Foundation database. The job requires a wide range of skills and abilities in database administration, reporting, and data analysis. Other responsibilities include coordinating the department's donor services processes (receiving, data entry, thanking and receipting all donations) and training back-office staff.

ESSENTIAL FUNCTIONS:

I. Primary Responsibilities:

Database Administration (Raider's Edge)

- In depth knowledge of relational database concepts
- Establish and maintain system security
- Identify and solve problems relating to the database
- Configure and maintain database configuration tables, attributes, fields, business rules, etc.
- Run monthly database tasks to ensure data is accurate and up to date
- Import or update constituent records and gift information when needed
- Run global changes on the database to update records
- Transmit monthly EFT transaction batches for various funds
- Train back-office staff and document data entry processes
- Act as first line of support for user issues
- Work with all users to define data requirements and identify solutions
- Oversee all data entry and handle special situations with constituent and gift entry
- Test and evaluate new procedures, software, and hardware

Data Extraction and Reporting

- Understanding of query types, filters, and operators
- Understanding of export types, output criteria groups, filters and field formatting
- Must be proficient at Microsoft Excel, Access, and Crystal Reports
- Create and execute reports to reconcile campaign bank accounts with finance department records
- Create and execute reports for monthly and quarterly reports
- Creates other reports as needed for data analysis as well as assisting team members with report writing

Mailings

- Prepare data files and merge documents to send donor acknowledgement letters, monthly statements, and end-of-the year tax documents, etc.
- Prepare data files for mass and target-market solicitations

MINIMUM QUALIFICATIONS:

Education/ Experience:

Bachelor's degree in Computer Science and 5+ years of experience in database administration.

Skills / Knowledge: Experience working with the following:

- Raiser's Edge
- Crystal Reports
- Microsoft Excel
- Microsoft Word
- Visual Basic

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE