Butler County United Way

Date: February 8, 2019
Position: Database Specialist
Reporting To: Vice President of Operations

Non-Exempt, Full Time

Overall Purpose:
Provides information to support the mission of the organization by designing methods to collect, store and retrieve data for Butler County United Way.

Qualifications:
- Bachelor's degree in Business, Communications or Information Technology preferred
- Proficiency with Microsoft Office, including Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills
- Excellent attention to detail and ability to focus on data for long periods of time.
- Technical understanding of Andar/360 or similar database software preferred.
- Above average reporting skills
- Above average documentation skills

Major Elements:

Collecting, Storing, and Retrieving Data - 90%

- Maintains the Andar/360 database assuring that it is up to date and best built to serve the team's evolving needs and maintains data integrity by regular systems checks and audits.
- Identifies data requirements as identified by Resource Development, Marketing, Community Impact and Finance personnel.
- Collects all donor and volunteer data by identifying resources for information or other registration methods and monitoring the collection methods and entering the information into the Andar/360 database.
- Organizes donor and campaign information by studying, analyzing, interpreting, and classifying data and storing it appropriately within the database for future retrieval.
- Resolves retrieval problems by altering design to meet requirements.
- Communicates with the Finance staff regularly to ensure data syncing across systems.
- Serves as the primary resource on the team for preparing reports from the database by collecting, analyzing, and summarizing information.
- Development of up-to-date dashboard reporting displaying regular reports, metrics, and donor/giving status in order to support continual adaptation and improvement of our fundraising strategy.
- Prepares database procedural references for users by preparing procedural and policy documentation and displaying these procedures within the Data Policy Manager.
- Maintains historical records by documenting system changes and revisions.

- Maintains data integrity and protects organizational operations by keeping information confidential.
- Maintains professional and technical knowledge by attending Andar-related educational workshops and seminars.
- Communicates relevant information regarding the database to other staff members as a way to maintain the integrity of the database and promote efficiencies.
- Contributes to team effort by accomplishing related results as needed.

Other 10%

- Actively participates in Butler County United Way events and meetings (including team meetings) to ensure that key position responsibilities are integrated into and aligned with the mission/vision of Butler County United Way.
- Occasionally support and attend community special events as assigned.
- Occasionally take on special projects to further the experience and knowledge base of the position.
- Provide professional, courteous and sensitive service to both internal and external customers.
- Perform other tasks as requested to advance the mission and vision of our organization.