



Putting an end to sexual assault through prevention and care.

Database Administrator

Job Overview:

The Blue Bench is an established nonprofit organization located in downtown Denver. Our mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention education and care.

We are currently seeking a talented individual with a passion for team work and precise job output for a Database Administrator position (part time averaging 20 to 30 hours per week). The Database Administrator's (DBA) primary responsibility is to effectively maintain donor information in The Blue Bench's database and to prepare reports and communications utilizing that information to engage and enrich relationships with our supporters.

This DBA position reports to the Development Manager and takes direction from the Communication Manager as well. This position will serve as a champion to ensure that The Blue Bench's database is understood by new and existing users, data is up to date and to help the system grow and evolve. Previous experience working with a donor relation database such as Bloomerang and Mobile Cause are preferred.

Job Responsibilities:

- Update database with information for donations, new donors, changes to current donors and Board of Directors
- Participate in trainings as needed and write and maintain policy and procedure documents
- Maintain tracking list of all donations received; confirm donations with Development staff
- Data entry for all gifts received and produce gift acknowledgments for donors.
- Process and reconcile special event contributions with tools such as Mobile Cause.
- Designs and builds custom reports for management on gift revenue performance and trends.
- Provide information for grant proposals and reports
- Prepare data and maintain clean lists for event invitations, email communications, and mailed appeals
- Assist with event preparation tasks as requested by Development/Communications Manager
- Continually update information for donors, volunteers and miscellaneous contacts as needed
- Make necessary updates to Mobile Cause
- Maintain current staff and Board of Directors rosters
- Other office, administrative, or special events duties as assigned.

Requirements and Skills Needed:

- Experience working in Bloomerang or similar donor database required. Demonstrated ability to use custom reporting tools.
- PC literate, intermediate level in Microsoft office suite applications in Word, Excel, Outlook.
- Effective at managing multiple projects/tasks of varying complexities and capable of meeting deadlines
- Proven analytical and problem-solving skills, with strong quantitative analysis capabilities, and an ability to read, analyze, interpret, and explain data.
- Must possess strong communication skills
- Must be a team player willing to collaborate. A sense of humor is appreciated.
- Must be highly organized and have exceptional attention to detail
- Creativity and initiative