



Job Title: Development Database Administrator

FLSA: 40 Hours per week, Non-Exempt, Hourly

Compensation: \$24.00-\$32.00 per hour

Supervisor: Associate Director of Philanthropy

Submit your application through the website below:

<https://mamaskitchen.org/jobs/>

Position Description: The Development Database Administrator is integral to the Development Department and supports the organization's philanthropic goals by serving as the primary administrator for organization's CRM, Blackbaud Raiser's Edge. This role processes gifts accurately and acknowledgements in a timely manner and effectively manages constituent data aggregated from multiple sources. This role also supports the department's fundraising strategy through donor data analysis and report generation. The role requires a high degree of discretion, attention to detail, and a commitment to exceptional service.

Primary Responsibilities:

1. Database Administration

- Serve as primary administrator for Blackbaud Raiser's Edge.
- Maintain donor and constituent records
- Process bulk data imports and updates to ensure accurate donor record keeping.
- Maintain and enforce data standards and procedures
- Perform routine data audits and cleanup
- Manage duplicate record resolution and data integrity
- Serve as primary contact for technical issues with Blackbaud support

2. Gift Processing & Financial Reconciliation

- Process gifts, pledges, recurring donations, and matching gifts daily in Blackbaud Raiser's Edge
- Ensure timely and accurate acknowledgement of all gifts
- Support the reconciliation of fundraising records with finance
- Ensure accurate gift coding and appeal, campaign, and fund attribution
- Enter daily financial batches into Raisers Edge fundraising system and maintain batch filing system
- Process donations made through secondary and third-party giving portals

3. Reporting & Analytics

- Support the department with the development of custom queries, exports, dashboards, and donor reports in Blackbaud Raiser's Edge
- Generate mailing lists and campaign reports

4. Systems & Integrations

- Manage integrations between Raiser's Edge and secondary platforms such as Go Fund Me Pro, OneCause, and more
- Manage integrations between Raiser's Edge and third-party giving platforms such as work campaigns, Facebook, and more

5. Events and General Support

- Provide special events assistance as needed for all Mama's Kitchen fundraising and donor cultivation events; including registration, ticket distribution, and day-of-event support as needed

Other Duties: Perform other administrative and fundraising duties as needed by the Development team; special projects as assigned.

Required Skills:

1. AA or BA preferred, High School diploma required
2. Minimum 2 years' experience with a CRM database such as Blackbaud database products or Salesforce
3. Experience with Blackbaud Raiser's Edge and gift record processing preferred
4. Strong understanding of data management principles and best practices
5. Experience with high volume data entry skills balanced with accuracy and attention to detail
6. Highly proficient computer skills
7. Intermediate to advanced proficiency in application of Microsoft Word, Excel, and Access.
8. Exceptional interpersonal skills and desire to be a collaborative team player
9. Excellent organizational and time-management skills with the ability to manage multiple priorities and deadlines
10. Strong organizational and time management skills
11. Excellent oral and written communication skills
12. Demonstrable compatibility with the core values of Mama's Kitchen

Vision Statement:

We envision a community where all individuals with critical illnesses are no longer vulnerable to hunger.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals vulnerable to malnutrition due to critical illnesses.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.