

Friends of the Children - Raiser's Edge Database Specialist

Friends of the Children - Portland, a nationally recognized, dynamic non-profit mentoring organization serving high-risk children in our community, has a current opening for a Raiser's Edge Database Specialist. This is a fantastic opportunity to join an organization that gives children an opportunity to realize their unique potential.

If you have two years experience with Raiser's Edge and want to be a part of an organization that is passionate about children, we would love to talk with you.

As Database Specialist you will manage and maintain the integrity of the database and take ownership to:

- Efficiently and accurately process contributions and produce donor acknowledgements.
- Input all donations, generate pledge letters and solicitations.
- Manage the donor database, create new and update existing records.
- Develop and produce database reports for colleagues throughout the organization.
- Import and export data.
- Work closely with Finance on daily basis to reconcile accounts receivables and revenue reporting.
- Coordinate matching, multi-year and recurring gift programs billing.
- Participate in developing accurate and efficient donation tracking procedures for events.
- As database expert, train staff as needed and serve as a resource for users.

Qualifications Required:

- Minimum two years experience with Blackbaud Raiser's Edge database in a non-profit organization.
- In depth experience and demonstrated understanding of all functionality at an experienced user level.
- Attention to detail, ability to draft/produce accurate correspondence and reports, and to edit written materials accurately and consistently.
- Ability to routinely manage and prioritize daily work and meet multiple deadlines.
- Ability to work independently and in a team setting.
- Excellent written and verbal communication skills.
- Self starter with high level of initiative and willingness to learn.
- Excellent project management and organizational skills.
- Proficient in Microsoft Office.

Friends of the Children offers competitive pay and a generous benefits package for all of our employees.

To Apply:

If you would like to bring your expertise to our team, please submit your cover letter and resume to "jobs2 at friendsofthechildren.org". You can learn more about Friends of the Children at: www.friendsofthechildren.org/portland. Employment Opportunities are listed under the "Contact Us" tab.

We are committed to our community, to equal employment opportunity, and to diversity in our workplace.