Position Announcement for
Database Specialist

Classification:
    FT/non-exempt

Salary Grade/Level/Family/Range:
    A13

Position Title:
    Database Specialist

Reports to:
    Vice President of Advancement

Date Created/Revised:
    December of 2019

Mission of Position:
    The Database Specialist is an integral support position to the Advancement department and the Database Manager. Through the position's daily work, the Database Specialist will maintain the integrity of the constituent database and provide timely updates and reports to the Advancement department and other departments, as needed.

Essential Functions:
    Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Offer and assign Blackbaud training to current users and new users
- Add new records for all constituent types in constituent database
- Add, edit, and update constituent information in database
- Upload constituent gift documentation files to gift records
- Handle all reports for Advancement department including, but not limited to, monthly Advancement report, yearly ATS report, solicitor tracking reports, analytical and statistical reports, gift reports.
- Handle all queries and exports for Advancement department and others as needed
- Create and share dashboard views for Advancement staff
- Work directly with Database Manager regarding database policies and procedures and database audit findings
- Performs other related duties as assigned.

Competencies:

- Proficient use of Microsoft Office/Office 365 including but not limited to Word, Excel and PowerPoint, as well as other general office equipment
- Excellent interpersonal/written communication skills
- Acute attention to detail
- Understanding of database design and construction
- Experience managing data in a SQL database
- Experience in the use of Blackbaud RENXT and RE a plus
- Sensitivity to working in a multicultural and very diverse setting
- Strong organizational skills with the ability to manage competing responsibilities, prioritize projects and details, and meet deadlines
- Ability to work independently with minimal supervision, as well as a member of a team, with emphasis on collaboration and tact; using sound judgment, initiative, discretion, and professionalism
- Capacity to honor confidentiality is critical to success in this role

Supervisory Responsibilities:

None

Work Environment:

This job primarily operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and mail machines.

Physical Demands:

Prolonged periods of sitting at a desk and working on a computer
Must be able to lift to 15 pounds at a time

Position Type/Expected Hours:

This position is full-time. Regular hours are 8 am to 5 pm with an hour for lunch. Evening and weekend work may be required

Travel:

None

Required Education/Experience:

- High school diploma/GED required
- Bachelor's degree in Business Administration, Statistics, Mathematics, Accounting, or Computer Science preferred
- Minimum of 2-5 years' experience using a SQL constituent database program, preferably RENXT and RE (experience in an educational environment a plus)

Other Duties:

      Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Application Instruction

Please email a cover letter expressing interest in the position, being as specific as you can, and detailing relevant professional experience, education, and training, along with a resume, including the names and contact information of at least three professional references to gwen.derrick@ptstulsa.edu.

Application Deadline

Until filled