

DONOR DATABASE ADMINISTRATOR

Canadian Centre for Policy Alternatives

The Donor Database Administrator is responsible for all aspects of operating and maintaining the Canadian Centre for Policy Alternatives' fundraising software (currently DonorPerfect). Additionally, the Donor Database Administrator assists with processing donations, supports the work of the CCPA's financial officer/bookkeeper, produces reports, and contributes to the overall development of the CCPA's fundraising strategy.

- **Type:** Full-time (5 days per week), unionized position (Unifor Local 567), term (8-12 months) to fill a maternity leave.
- **Start date:** Monday, June 10, 2019 (flexible/negotiable).
- **Salary:** \$62,518 - \$70,018 per annum depending on experience level.

DUTIES & RESPONSIBILITIES

Database Management and Maintenance

- Export and mine data for fundraising efforts (e.g., mailings, telephone town halls, etc.).
- Manage user privileges and set up new users.
- Change and create website forms as needed and download donations data from them.
- Import data from other sources as needed.
- Process monthly pledge updates.
- Ensure compliance and data integrity/hygiene.
- Ensure regular backups of data.
- Lead on database changes with national office staff and provincial offices. Respond to database and procedural queries, and provide training assistance.
- Keep database coding up to date and oversee scheduled maintenance.
- Troubleshoot database issues and system inefficiencies.
- Work closely with database software company to ensure data integrity and effective data capture.

Donor Management and Relations

- Run monthly donations through software. Keep expiry lists up to date.
- Invoice organizational supporters.
- Generate and update thank you letters. Issue charitable tax receipts. Execute mail merges. Reissue receipts as needed.
- Answer donor inquiries and input address changes.

Fundraising Support

- Collaborate closely with the research, communication, and development teams, as well as with fundraising consultants, to maximize the fundraising potential of the organization.
- Identify fundraising opportunities through data mining, and ensure that all necessary information for effective donor development planning is readily available.
- Provide data to all mailhouses and consultants for mail, telephone, and online fundraising campaigns.

Reporting and Procedures

- Collaborate with the financial officer/bookkeeper to reconcile gifts, and provide transaction information and reports. Troubleshoot reconciliation issues where needed.
- Produce reports for fundraising staff and consultants/companies as needed.
- Provide financial reports as requested by directors, management, fundraising consultants, and auditors.

SKILLS, QUALIFICATIONS & REQUIREMENTS

- Comprehensive experience (min. 2 years) using DonorPerfect fundraising software.
- General knowledge of fundraising methods and strategies.
- Experience in office/administrative work.
- Strong professional communication and interpersonal skills.
- Effective time management and organizational skills.
- High level of attention to detail and accuracy.
- Ability to work independently and in a team environment.
- Demonstrated ability to interact and maintain good working relationships with colleagues.
- Ability to maintain confidential information.
- Experience with the Microsoft Office suite of applications (i.e., Word and Excel).
- Experience working in a charity or other non-profit organization.
- Commitment to the mission and values of the CCPA.

ASSETS

- Experience with MailChimp, or similar emailing list systems.
- Experience with Gmail/Google Apps.

APPLICATION

- The deadline to apply is the end of the day on Sunday, May 19, 2019.
- Please include (1) a cover letter and (2) a resume/CV. PDF format is preferred. Email to: employment@policyalternatives.ca
- Only those candidates selected for an interview will be contacted.

The Canadian Centre for Policy Alternatives is committed to developing an inclusive and equitable workplace and we strongly encourage candidates from diverse backgrounds to join our team.