



**JOB TITLE: Database Specialist**

Reports to: Chief Financial Officer

Status: Exempt, Full-Time

Location: Evanston, IL or remote

**POSITION SUMMARY**

The Database Specialist will support donor relationships by ensuring prompt and accurate donor gift processing. The position provides administrative and donor support for the Foundation and is responsible for the accuracy and integrity of Blackbaud Raiser's Edge donor database, donor documentation, gift entry and acknowledgement processes. This position will prepare, update, integrate and manage mailing lists and develop standard and custom donor reports to track trends. This position will interact with donors on an ad hoc basis.

**RESPONSIBILITIES AND DUTIES**

- Process donations and pledges according to Alpha Phi policies and procedures, ensuring that donor request is 100% accurate
- Provide monthly reconciliation reports for Chief Financial Officer
- Reconcile imports from third-party financial systems
- Stay abreast of Raiser's Edge NXT updates and provide recommendations for how the Foundation can best utilize the tool
- Responsible for integration of membership data from Fraternity membership system
- Responsible for Foundation report and query management including development of new queries and reports as requested
- Manage data hygiene from third-party systems
- Ongoing communications with team regarding giving trends of donor activities

**EDUCATION & QUALIFICATIONS**

The Database Specialist will be a highly motivated self-starter. An ideal candidate for this position will possess the following qualities and attributes:

- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism
- College degree or equivalent experience in related field (i.e. data entry, accounting)
- Experience with Raiser's Edge required (additional training will be provided)
- Outstanding written and oral communication skills
- Ability to organize data and generate reports quickly and accurately
- Ability to work both collaboratively and independently to best serve the needs of a project
- Capacity to multitask and manage multiple projects and assignments
- Experience with Microsoft products

**HOW TO APPLY**

To apply for this opportunity, visit the Careers page at [www.alphaphifoundation.org/careers](http://www.alphaphifoundation.org/careers). Cover letters may be addressed to Ieesha Anderson, Chief Financial Officer, and should speak directly to your experience and interest in working with Alpha Phi Foundation.

Alpha Phi Foundation is an Equal Opportunity Employer.

*About Alpha Phi Foundation*

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five vital areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. For more information visit [www.alphaphifoundation.org](http://www.alphaphifoundation.org)