

Position: Data and Gift Processing Specialist
Status: Year Round – full time position, non-exempt
Reports to: Database Administrator
Location: Greenwood Village Office

GENERAL DESCRIPTION: Responsible for the gift and data processing needs of Adventure Unlimited, as directed by the Database Administrator; troubleshooting and correcting issues as they arise. Follows, analyses and recommends adaptations to processes and procedures that assure data accuracy, integrity, reliability, usability, and availability. The position requires an individual who is highly detail oriented and can learn and comprehend complex database systems with highly detailed policies and procedures. This position is the resident expert on gift processing, understanding and managing the daily gift processing procedure, both in-the-door and online gifts, produce thank you letters, monitor and perform manual and electronic data changes as needed to clean-up, maintain and improve the reliability and integrity of the database systems, while stewarding donors in the process. This position also helps with special projects within the organization.

SPECIFIC DUTIES:**Data Modification**

- Understand how various departments within the organization use the information in the Adventure Unlimited database systems
- Be thoroughly familiar with specific policies and procedures as they relate to the database
- In an accurate and timely manner, import, enter, and record new biographical and event information into the Raiser's Edge (RE) database, including the exporting and/or importing of information from CampMinder and LO
- Import, manually or electronically, in a timely and accurate manner all program participant information, updating records individually as needed, including basic bio information, relationship records, event participation information and volunteer information; execute clean-up queries as needed
- Make all NCOA and Constant Contact updates, as well as manual changes as needed

Database Maintenance and Support

- Assist with the preparation of database management reports requested by various departments, as needed
- Assist with the preparation and updating of RE Policies and Procedures, as needed
- Build and manage queries for organizational needs, including eblasts, statistics, and cleanup
- Understand the functionality of all RE modules, and be a reliable expert on the Query and Export/Import module and conduct imports and exports for all databases (RE, LO and CampMinder)
- Support special projects, as needed

Foundation Support

- Serve as a reliable expert on contribution processing procedures both in-the-door and online gift processing
- Process daily gift contributions; make bank deposits; enter data into RE; produce thank you notes and Foundation reports
- Support Foundation special projects and events, as needed, including stewardship of donors
- Support staff to insure proper RE follow-up with donor record keeping, as needed

OTHER DUTIES:

- Support the purpose of Adventure Unlimited; understand and support the *Guiding Principles and Practices* of the A/U Staff; support the annual organizational Goals and Key Results
- Participate in other Adventure Unlimited functions including staff projects, meetings and conferences as needed
- Maintain various systems in RE and on the websites
- Event planning and support from small scale luncheons to larger events and retreats
- Other administrative tasks including, but not limited to, maintaining staff lists, telephone lists, reading lists, year-end calendar preparations, etc. as needed
- Other duties as needed and assigned

QUALIFICATIONS:

- A demonstrated commitment to Christian Science and the purpose of Adventure Unlimited
- Computer literacy for record keeping, word processing, spreadsheets, database and email
- Highly detail oriented with a critical degree of accuracy regarding data entry and analysis; good interpersonal and organizational skills; ability to perform under minimum supervision and act independently within the scope of normal duties and responsibilities
- Ability to prioritize work and to perform multiple tasks simultaneously while meeting competing and inflexible deadlines; good problem-solving and analytical skills
- Ability to take responsibility to work well as a team member and to work independently; ability to understand and follow directions and complex policies and procedures; ability to see how complex computer systems work together and identify which system is at fault if an error is occurring, seeking technical support as needed and implementing solutions
- Ability to use discretion in working with sensitive and confidential information
- Ability to communicate effectively both verbally and in writing with constituents and staff in a professional manner
- Ability to conceptualize and work through challenges on one's own and within groups
- Bachelor's degree preferred

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.