

Database Administrator

Berkeley, California

Seva Foundation seeks a highly competent Database Administrator to join our diverse and committed team.

Seva (say-va) is a Sanskrit word for service. Seva Foundation was founded in 1978 with a mission to alleviate suffering caused by poverty and disease. Best known for our sight-restoring eye care programs Asia and Africa, we also work with indigenous communities in Guatemala and Mexico, along with Native American communities — supporting projects in the area of health and wellness, community development, environmental protection and cultural preservation.

Working in close collaboration with both the Development and Communications departments, the Database Administrator will play a key role in optimizing Seva's data management systems (Raiser's Edge, Convio, Researcher's Edge) in support of fundraising goals. S/he will maintain efficient databases, provide data analysis, synchronize online and off-line data, ensure database integrity, and provide support for staff database users.

Primary Responsibilities

- Coordinate the integration of Raiser's Edge (RE) with Convio databases
- Support database operations for Gifts of Service, Seva's alternative gift giving/donor acquisition program
- Maintain efficient database; manage codes, tables, address changes, duplicate clean-up; test back-ups; imports and exports; enforce security; audit input of data; manage periodic upgrades
- Support production of outputs such as standard and custom reports, data pulls for highly segmented appeals and publication mailings
- Make recommendations to streamline all data processing activities and optimize use of database functionality to support fundraising goals
- Provide input on data-driven marketing strategies
- Standardize and expand RE mail merge acknowledgments to reduce turn-around time for customized gift acknowledgments
- Support grants management and prospect management system
- Assist users with reconciling gift data with Finance
- Maintain confidentiality of data
- Reconcile online orders with RE

- Provide database user support; train current and new users; provide back-up gift processing during peak volume times (November - January)
- Document and update policies and procedures to supplement RE and Convio manuals
- Manage vendor relations
- Other projects as assigned

Qualifications

- Advanced knowledge and technical expertise in all aspects of Raiser's Edge
- Previous experience with email, e-commerce or CRM systems such as Convio is desirable
- Excellent project management, analytical and research skills
- Proficiency with Microsoft Office products required
- Data mining experience and experience with Crystal Reports a plus
- Strong work ethic and desire to work collaboratively, with excellent communication and interpersonal skills

Full time position, reports to Individual Giving Manager. Salary depending on experience, plus excellent benefits.

Application

To apply, send resume and cover letter to:

Hiring Manager
1786 Fifth Street
Berkeley, CA 94710

Or email to jobs@seva.org with subject line: Database Administrator.

Or fax to (510) 845-7410.

No calls, please!

Position is open until filled.

Seva is an equal opportunity employer.