



**Mission:** *Champion Pima Community College by cultivating relationships for lasting positive impact*

**Vision:** *A thriving community transformed by Pima Community College*

**Purpose:** *Advocate for Transformational Philanthropy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors through a “moves management” process
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the Chancellor’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and purpose
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 42 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$13MM. Currently, the Foundation is responsible for 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10MM to achieve an additional \$5MM in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

*Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.*

**TO APPLY:** Please submit to [Saby@PimaFoundation.org](mailto:Saby@PimaFoundation.org) 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; and 3) a list of three professional references and their contact information. Applicant review to begin August 22; position open until filled.

**Position Title:** Database Specialist

**Reports to:** Director of Operations

**Status:** Full-time, Exempt

**Position Summary:** The Database Specialist is responsible for the effective collection, recording, analysis and reporting of relevant data in support of the development efforts of the Foundation.

**Essential Duties & Responsibilities:** Manages data in donor and financial management systems to support the Foundation team with the goal of providing current, consistent and accurate information. There are currently three main areas that comprise this role in the Foundation –

*1. Data Management & Integrity    2. Research & Analysis    3. System Support*

***Data Management & Integrity:***

- Enters all data related to donors, prospects, alumni and gifts into Foundation databases
- Maintains the accuracy and integrity of highly confidential data of donors including:
  - Maintenance
  - User accounts
  - Global changes
  - Gift entry
  - Reporting queries
  - Data clean-up projects
- Responsible for monitoring data standards, security and integrity of donor and constituent records
- Ensures that gifts are properly entered and accurately posted in donor management system (currently Raiser's Edge - RE) and in accounting software (currently Financial Edge - FE) on a daily basis by:
  - Processing batches
  - Recording information on gifts received
  - Preparing acknowledgement letters regularly and in a timely fashion
    - At time of gift
    - At year end and by January 31
- Develops event management processes through donor management system to include:
  - Sponsorships
  - Tickets
  - Attendee tracking
  - Correspondence
  - Reporting
- Creates and runs queries, reports, mailings and exports to support fund raising and outreach efforts
- Creates and implements Standard Operating Procedures for entry and reporting and ensures all entries conform to these procedures
- Works closely with Foundation Team to:
  - Reconcile databases (RE & FE)
  - Troubleshoot problems
  - Run quality control checks against data
  - Resolve mistakes on a weekly basis
- Updates leadership on data trends related to Foundation development activities

- Ensures RE dashboards are updated and easily understandable
- Identifies and updates information related to donors, prospects and alumni of the College

### *Research & Analysis:*

- Researches, analyzes and maintains relevant data on potential and current donors and alumni including:
  - Wealth indicators and assessments
  - Donor and prospective donor interests and capacity / willingness to give
- Collaborates with team members to build robust fund raising portfolios
- Under the direction of Foundation leadership, distributes electronic information to appropriately segmented groups to support the mission of the Foundation (emails, newsletters, mailings, etc.)
- Provides accurate lists and statistical reports in support of the Foundation's strategic objectives
- Assists with predictive modeling for campaigns and events

### *System Support:*

- Supports specific data loads into the systems, monitors updates to systems, and manages security requests
- Coordinates and manages the upload and transfer of information from and between systems
- Effectively troubleshoots system problems and reporting issues
- Manages timely updates to documentation of data and system procedures
- Trains members of the Foundation staff, board of directors and College colleagues on the software system(s) as requested
  - Instructs external users regarding RE access to manage fund raising activities including:
    - Fund monitoring, event management and developing special campaigns
- Suggests new applications and / or plug-ins to simplify work-flow and project management
- Utilizes Blackbaud or other tools to keep up-to-date on new software and system features

### *General Office Duties:*

- Serves as the first point of contact for:
  - Visitors to the office
  - Phone traffic
- Assists in setting quarterly Foundation goals and supports all team members in working to attain both collective and individual goals
- Manages office projects as prioritized by supervisor
- Provides additional administrative support as needed and / or when requested by supervisor
- Helps coordinate materials for meetings, including office staff, committees, College and Board of Director meetings
- Contributes to a Team Environment:
  - Attends team meetings and retreats and contributes thoughtfully to conversations
  - Leads by example in a professional and positive manner
  - Asks questions to clarify expectations
  - Takes calculated risks
  - Performs other related duties as assigned including tasks outside the normal scope of the position, e.g. covering for an absent colleague

### **Minimum Qualifications:**

#### ***Required:***

- Minimum of 3 years of successful experience managing relational database systems including:
  - Data entry (including uploading data)
  - Information retrieval and report generation
- Experience using Boolean logic to query data and generate reports
- Proficiency using Structured Query Language (SQL) and SQL Server Management Studio (SSMS)
- Advanced Microsoft Office Skills, particularly Excel and Word (e.g. mail merge)
- Demonstrated personal commitment to civic engagement and social justice
- Proven problem-solving skills and careful attention to detail
- Excellent verbal and written communication skills, including proofreading and editing abilities
- Demonstrated ability to maintain an effective customer service orientation

***Preferred:***

- Associate degree and equivalent experience or Bachelor's degree
- Ability to query data on SQL platform
- Experience managing systems and data in a nonprofit environment
- Knowledge of prospect research ethics and donor confidentiality
- Experience with Blackbaud products, particularly Raiser's Edge (fund raising software) and Financial Edge (accounting software)
- Bilingual speaker

**Work Hours / Location:**

- Pima Foundation Office – 4905C E Broadway #252 (PCC District Office Complex)
- Remote work may be a possibility
- Early morning, evening and / or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

**Annual Salary:**

- \$45,000 - \$55,000
- Performance bonus pool opportunity available

**Benefits Available:**

- Health and dental insurance
- Long- & short-term disability coverage
- Life insurance
- Retirement – Simple IRA (maximum 3% employer match)
- Cell phone reimbursement
- Mileage reimbursement
- Generous paid holidays, paid time-off and sick-time accrual

*Position descriptions will be reviewed for accuracy on a regular basis. The Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.*