



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title: Data Administrator
Reports to: Vice President of Communications, Grantmaking & Development
Job level: Exempt
Supervisors: N/A

POSITION SUMMARY

The Data Administrator works across the organization to oversee and manage the organization's various data systems. The Data Administrator will provide data management support for the Development database (Raiser's Edge and Raiser's Edge NXT), the Communications database (currently Salsa, migrating to Raiser's Edge NXT with Online Express) and the Grantmaking database (Blackbaud Grantmaking).

The primary purpose of this position is as follows: 1) manage the structure and content of these various databases; 2) coordinate with management and program staff in identifying and developing analysis of data as needed; 3) provide queries and reports from databases as requested by management and program staff; 4) participate in and assist with special database projects such as the migration from Salsa to Blackbaud Raiser's Edge NXT and Online Express; 5) assist with data entry as needed; and 6) assist with other program and administrative duties and training as needed.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Provides data management of the databases for various teams including Grantmaking, Development, Communications and Programs.
 - Designs and implements databases in accordance with end-user information needs and views. Defines users and enables data distribution to the right user, in an appropriate format and in a timely manner.
 - Defines coding structure for data fields based on requirements identified by Grantmaking, Development, Communications and program staff.
 - Periodically reviews the database contents for consistency and accuracy.
 - Proactively identifies data integrity issues.
 - Periodically synchronizes data across platforms as needed.
- Provides support to Management, Grantmaking, Development, Communications and program staff.
 - Provides reports and data extracts from database platforms as requested and works with requestor to ensure that the end result meets the requestor's needs.
 - Provides analysis of data as needed and requested for organization reports and presentations.
 - Creates mailing list data files for donor and grantee mailings. This includes extracting data from the relevant database and formatting the data utilizing tools such as MS Excel and MS Access.



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- Manages reports of funding and proposals utilized by management and program staff.
- Provides technical assistance and troubleshoots issues with database access.
- Provides data entry support.
 - Coordinates and assists with entry of incoming organizational grant and grantee data.
 - As required, assists with entry of individual donor gift entry and updating demographic information.
 - Enters data efficiently, accurately and expeditiously.

REQUIREMENTS

- At least three years of data management experience
 - Ability to decipher and organize large amounts of data
 - An analytical mindset with superb communication and problem-solving skills
 - Ability to translate complex problems clearly and in nontechnical terms
- Strong attention to detail
- Knowledge of relational database software
- Proficiency in Microsoft Office Suite, including use of formulas and macros
- Excellent communication skills
- Ability to work well within a diverse team and across departments and with external constituents
- Flexibility to adapt to a fast-paced and dynamic work environment
- Minimal travel
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Commitment to staying abreast of software and training opportunities to enhance/improve data collection and utilization

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- At least three years of experience in a nonprofit organization and/or resource development
- Knowledge of Raiser's Edge database
- Knowledge of Blackbaud Grantmaking
- Knowledge of project management database, specifically AirTable
- Knowledge of non-profit organizations, fundraising, and practices



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MEASURES OF SUCCESS

- Database contents are current and accurate
- Database structure allows for useful data analysis and reporting
- Teamwork and collaboration with all colleagues

TO APPLY

Submit a cover letter, resume and 3 references to sklein@firstnations.org.
Please note Data Administrator in the title of the email.