Position Title: Database Specialist
Reports to: Data Administrator, Development
Job Level: Full-time/Exempt
Supervises: N/A

POSITION SUMMARY
First Nations Development Institute (First Nations) is a 41-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Database Specialist is responsible for a wide range of administrative duties supporting the development team and fundraising activities of the organization. Primary duties include, but are not limited to, executing timely gift processing and processing donor acknowledgments. The Database Specialist also provides key administrative support to members of the resource development team, which may include communicating with First Nations supporters to respond to requests for information, tracking donor communications.

The Database Specialist reports to the Data Administrator of Development and works in collaboration with First Nations development staff, directors, senior program officers, program officers, and other administrative staff.

The Database Specialist can be based in either First Nations’ Longmont or Albuquerque office. The safety of our staff is of primary importance, and currently First Nations staff are working from home in response to the COVID-19 pandemic. We are monitoring and following federal, state and local public health guidance and, as of now, employees are expected to be able to report to our offices when deemed safe.

ESSENTIAL FUNCTION/RESPONSIBILITIES
• Be responsible for constituent entry and gift processing
• Ensure timely and accurate production of all acknowledgement letters
• Notify portfolio members of incoming donations, changes to biographical information, etc.
• Communicate with First Nations’ donors to answer questions or provide information about the organization
• Work alongside the Data Administrator in the maintenance of the Raiser’s Edge constituent management database, maintaining the integrity of the database and providing support to staff for database applications. Safeguard the confidentiality of donor information and develop related security processes, policies and procedures to ensure that donor records and information meet security and data protection requirements
• Provide support to development and finance staff when questions, concerns or problems arise
• Ensure that data is captured and recorded in a timely manner and is accurately recorded
• Maintain development staff email inbox
MINIMUM REQUIREMENTS

- Ability to work independently and collaboratively to accomplish responsibilities, goals and projects
- Ability to work in a deadline-driven environment, managing multiple projects simultaneously with high degree of accuracy and attention to detail
- Strong problem-solving skills
- Highly organized
- Advanced computer skills, including proficiency in standard office productivity software including Raiser’s Edge, assisting in the maintenance of the Raiser’s Edge constituent management database, maintaining the integrity of the database, and providing support to staff for database applications
- Strong administrative skills
- Strong customer service focus
- Minimum three years of experience in data entry or database management
- Comfortability in working across the organization and interacting with First Nations donors and supporters
- Competent self-starter who is a doer, who takes initiative and who is able to work independently
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimal supervision
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- High ethical standards, discretion, and confidentiality in working with donor information
- A passion for the organization’s mission and advancing racial and economic justice

Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork.

PREFERRED REQUIREMENTS

- Familiarity with Raiser’s Edge/RENX
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations
- Willingness to learn
- Ability to develop, document and implement new processes

MEASURES OF SUCCESS

- Timely and thorough completion of data entry, gift processing and donor acknowledgment
- Thorough follow through and completion of tasks/projects assigned
- Teamwork and collaboration with First Nations employees
- A high standard of customer service to First Nations supporters

EMPLOYEE BENEFITS & PERKS

First Nations provides a number of employee benefits which include:

- Health Insurance with First Nations’ contribution that includes vision and dental
Employee life insurance with optional supplemental insurance for self and immediate family
403b Retirement Plan with up to 3% employee salary match by First Nations
Flexible Spending Account
10 paid holidays per year
Paid time off from December 26 to January 1 each year during office closure
Half-day Fridays for the summer season
Paid sick days for illness or to tend to immediate family health needs

Employee perks include:
- Flexible work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment
- Quarterly personal days in addition to vacation or sick time

**SALARY RANGE**
$38,400 - $48,000

**TO APPLY**
Submit a cover letter, resume and three references to HumanResources@firstnations.org.
Please note Database Specialist in the subject of the email.