



Open Position Posting

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Organization Description:

The Hole in the Wall Gang Camp, founded by Paul Newman, is a nonprofit, year-round center serving more than 25,000 children and families coping with chronic and life-threatening illnesses, all completely free of charge. Camp's goal is to ensure that every child with a serious medical condition has the chance to experience the world of possibilities that Camp has to offer. It's a community that celebrates the fun, friendship and spirit of childhood where, according to Mr. Newman, every kid can "raise a little hell".

Position Title:

Database Administrator

Position Hours

Full-time, exempt

Location:

New Haven, CT

Position Description:

The Database Administrator will play an important role in helping The Hole in the Wall Gang Camp meet its fundraising goals by managing and reporting from an extensive and growing donor database.

Our Manager of Development Systems can expect to...

- Oversee and manage Blackbaud fundraising product suite.
- Be responsible for all aspects of database coding and management with a focus on data integrity.
- Produce queries, reports and lists including:
 - financial, constituent and gift analysis reports
 - reconciliation and audit reports
 - dashboards for fundraising, financial reporting, etc.
 - donor stewardship activity
 - recurring gift activity
 - relationship tracking
 - mailing lists
- Provide staff training, support and feedback on data entry and reporting to all database users.
- Develop and maintain internal policies and procedures to ensure database quality and integrity.

- Assist with prospect research activities including regular database screenings.
- Collaborate with the gift processing team on protocols to ensure efficiency and accuracy.
- Perform other duties as assigned.

Our Manager of Development Systems should have...

- A minimum of three years of experience with Raisers Edge.
- The ability to establish and maintain positive relationships with a variety of people in multicultural environments.
- Experience adhering to the highest standard of professional ethics, complying with (Association of Professional Researchers for Advancement) APRA's Statement of Ethics and ethics policies consistent with best practices.
- The ability to communicate analytics to non-technical audiences and translate data into tangible solutions.
- Excellent organizational skills, including the ability to prioritize and manage multiple tasks, meet deadlines and troubleshoot database challenges.
- The ability to work independently as well as collaboratively.
- The ability to handle confidential information with discretion.
- A proficiency with Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook).
- A willingness and ability to operate a computer for most of the workday with appropriate rest periods.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the link below. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.