



**Organization:** Sportsmen's Alliance Foundation

**Job Title:** Database Specialist (Raiser's and Financial Edge)

**Organization Description:** The Sportsmen's Alliance and its Foundation are national non-profit organizations founded to protect hunting, fishing, trapping and scientific wildlife management in the state legislatures, the courts, Congress and at the ballot box. The Alliance, a 501c4 organization, provides direct and grassroots lobbying at both the state and federal level, as well as ballot issue coalition management. The Foundation, a 501c3 organization, performs research, legal defense, and public education.

**Position Summary:** The Sportsmen's Alliance is seeking a Database Specialist to support the fundraising efforts of the organization. The Database Specialist will serve as the subject expert of Raiser's Edge, the Foundation's constituent relationship management system and be responsible for gift entry, appeal entry, database information analysis, generation of reports to finance and development officers, database administration, maintenance, and the further development of the database. This position requires strong computer and internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors. Sensitivity to confidential matters may be required. The Database Specialist reports to the Chief Financial Officer.

**Core Responsibilities:**

- Management and coordination of Raiser's Edge donor/member system
- Completes daily gift entry (applies gift to correct appeal), deposit (cash, check, credit card, net community & gifts in kind) and inputs data (individual, clubs, businesses & associations), updates information (address changes, subscription updates, contact information and etc.) into Raiser's Edge for Sportsmen's Alliance and Foundation. Prepares daily financial reports and verifies accuracy of data entry.
- Completes database clean-up; liaise with IT to update database as required. Generate standard and customized reports for development officers as requested. Work with finance partner to ensure timely and accurate recording of financial transactions and the submission of required financial reports; develop new reports as needed.
- Completes state nonprofit registrations electronically/hard copy via mail.
- Complete Combined Federal Campaign and State Employee Campaign applications for SAF.
- Perform standard and complex queries.
- Develop and update manual of procedures for DB management, data entry and gift processing.
- Maintains customer, management confidence and protects operations by keeping information confidential.
- Assist with event preparations and tracking information (coordinating vendors, contractors, office supplies and material printing).
- Contributes to team effort by assisting other departments to accomplishing tasks.



**Qualifications:**

**Education:** High school diploma, Associates degree or higher preferred.

**Experience:** Minimum 1-3 years of general office duties and working with databases, customer service and office management experience. Experience with Raiser's Edge is mandatory.

**Skills and Abilities:** Expert knowledge of Excel and Word applications and competence in the use of information technology. Requires analytical and problem-solving skills as well as good organization skills. Experience in data problem research, and consistent accuracy and attention to detail. Experience with complex query development and report generation. Must demonstrate strong written and verbal communication skills.

**Travel:** Minimal travel within the United States.

**Salary & Benefits:** Salary commensurate with experience, and includes a generous benefits package.

**Other Requirements:** An entrepreneurial and self-management personality along with a desire to win and help advance a growing organization in an exciting and fast-paced environment is necessary.

**Contact Information:** Interested candidates should submit a cover letter, resume, salary requirements and references to: Gordon Pry, Sportsmen's Alliance Foundation, 801 Kingsmill Pkwy, Columbus, Ohio 43229 or via email at [gpri@sportsmensalliance.org](mailto:gpri@sportsmensalliance.org).