



## TEXAS PARKS & WILDLIFE FOUNDATION DATABASE SPECIALIST POSITION DESCRIPTION

### Position Summary

The Database Specialist is responsible for all data entry and management in The Raiser's Edge database for Texas Parks and Wildlife Foundation. Responsibilities include creating and updating constituent records; entering gifts and pledges; creating reports; and updating donor/prospect moves. This position reports to the Philanthropy Director and may be full-time or part-time.

### Primary Responsibilities

- Manage the operation, maintenance, data input, data integrity and accuracy for The Raiser's Edge constituent database management system, including NetCommunity.
- Enter gift information into database; produce and mail acknowledgement letters and tax receipts.
- Conduct database analysis and queries.
- Generate all analytical reports and mailing/donor recognition lists.
- Manage and maintain data tracking and moves management for donors and prospects, assisting the Executive Director and Philanthropy Team.
- Create and manage online giving pages through NetCommunity.
- In consultation with other members of the Philanthropy Team, develop and implement policies, procedures, standards, and templates for the effective use of The Raiser's Edge.
- Implement "best practices" and procedures related to the use of The Raiser's Edge and promote solutions for data clean-up and overall accuracy.
- Assist in preliminary prospect research via The Raiser's Edge on donors and prospects.
- Train staff members in The Raiser's Edge as necessary.
- Perform other related duties as assigned by Executive Director and/or Philanthropy Director.

### Preferred Background and Skills

- The Raiser's Edge experience mandatory - two years' experience preferred.
- Advanced skills in Microsoft office including Word and Excel.
- A strong work ethic, sense of urgency, attention to detail, and ability to think independently.
- Excellent interpersonal and communication skills.
- Ability to interface with individuals at every level of an organization, both internally and externally.
- Ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced setting.
- Strong initiative, self-motivation, integrity and sense of humor.