

## Morris Animal Foundation



**Position Title:** Database Administrator

**Department:** Development

**Reports to:** Rachelle Beisel, Senior Manager of Annual Giving & Donor Relations

**Position Summary:** Morris Animal Foundation's Database Administrator is responsible for the accurate processing of all gifts to the Foundation, producing appropriate receipts/acknowledgement letters and quality control reporting in accordance with the Foundation's policies. This position also assists the Database Manager in maintaining data integrity, adding new data to the database, pulling lists, and creating reports.

### **About Morris Animal Foundation:**

Morris Animal Foundation is the oldest and largest non-profit source of funding for science that improves the lives of animals. Established in 1948 by Dr. Mark Morris, DVM, the Foundation has funded over 2000 studies and committed over \$118M to research benefitting companion animals and wildlife. Based in Denver, Colorado, our staff of 35 professionals manages approximately 250 studies at any given time, including the Canine Lifetime Health Project, the largest and most far-reaching study run to date in veterinary medicine. Each year, over \$7M of new research funding is committed through working practices that ensure only the most scientifically robust and impactful studies are supported. Building on this impressive and solid history, the Foundation is entering a new era. We believe with the increasing recognition of the vital role animals' play in the lives of humans, extraordinary growth of our mission is not only possible, but imperative. There is a tremendous amount of work to be done, and we are focused on scalable and sustainable growth of revenues and programs to meet the need.

### **Golden Retriever Lifetime Study:**

The Golden Retriever Lifetime Study (GRLS) is a longitudinal study of approximately 3,000 Golden Retrievers, in which detailed information (including medical, lifestyle and environmental data) and biological samples are routinely collected throughout the life of each dog. Launched in 2012, the goal of this study is to discover new insights into the causes and risk factors for a variety of disorders commonly found in Golden Retrievers and other breeds of dogs.

### **Position Description:**

- Use Raiser's Edge donor database for gift entry, data imports, records management and donor acknowledgments.
- Review gifts batched by Administrative Services to ensure accuracy of campaigns, funds, appeals and other codes for each gift prior to processing.

- Using established quality control steps, accurately process daily gift batches in a timely manner in adherence to the Foundation's 48-hour turnaround receipting/acknowledgment policy.
- Download and import gifts and new constituents from online donor databases, ensuring that gifts are coded accurately and duplicate records are not created within Raiser's Edge.
- Enter and/or import offline event registrations and gifts in online and offline donor databases.
- Export tribute card reports to Excel from e-commerce site; prepare spreadsheets for in-house and outsourced data merges/card production. Produce and mail appropriate memorial/honor acknowledgment cards for all cards managed in-house.
- Add new constituent records to the database as needed; accurately populate all appropriate data fields.
- Produce reports pertaining to the gift entry process, including authorize.net and the Daily Gift report; distribute reports to appropriate staff members.
- Serve as back up to the Database Manager for list and report requests from the development team and other departments.
- Organize, coordinate and maintain the integrity of hard copy filing system.
- Assist with maintaining and updating Standard Operating Procedures.
- Post gifts to the General Ledger on a timely basis; make corrections and adjustments to gifts as needed.
- Work closely with the Database Manager and Accounting Manager to reconcile accounting records with gifts recorded in the database.
- Perform related duties as assigned.

### **Position Requirements:**

The successful candidate will have high level analytical, problem solving and organizational skills along with the ability to maintain careful attention to detail and work with a high degree of accuracy using established data entry quality control processes.

- Associate's Degree in business administration or related field, or equivalent experience. Prior experience in a development/fundraising office preferred.
- Minimum 2 years related experience with a complex fundraising database. Raiser's Edge experience strongly preferred; Luminate experience a plus.
- Discretion in handling confidential information relating to the giving history and backgrounds of donors/prospects.
- A sincere passion for animals.

**Position Specifications:** Full time, non-exempt, non-supervisory position

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Rachelle Beisel at [rbeisel@morrisanimalfoundation.org](mailto:rbeisel@morrisanimalfoundation.org). Please list "Database Administrator" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**