



Position Description

Position Title:	Database Specialist	Direct Reports:	None
Department:	Philanthropy	Classification:	Exempt
Location:	Kent County	Position Status:	Full Time
Reports To:	Senior Director of Philanthropy	Approved Date:	08.26.2024
		Revision Date:	

Position Summary:

The Database Specialist will support the constituent fundraising and engagement goals of Kids' Food Basket through the management of the organization's database, Raiser's Edge/NXT. This position serves as the resident database architect – identifying, managing, and executing large-scale database projects that ensure the accuracy and consistency of data for effective reporting and analysis.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Ottawa, Allegan and Muskegon) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown produce on our two chemical-free farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- **Nourish:** We feed our future by providing healthy, nutritious, ready-to-eat meals each weekday to children experiencing food insecurity.
- **Grow:** We increase healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our chemical-free farms.
- **Learn:** We use our facilities and farms as classrooms to foster a deeper understanding of where food comes from and why it is important, empowering children to make lifelong healthy choices.
- **Engage:** We invite and include diverse perspectives to increase culturally responsive solutions and food equity in West Michigan.
- **Advocate:** We strive to increase our community's understanding of food access, why it is important and what we can do to ensure good food for generations.

Job Responsibilities:

1. The Database Specialist will support the constituent fundraising and engagement goals of Kids' Food Basket through the management of the organization's database (Raiser's Edge/NXT).

2. This position will manage processes for recording and acknowledging gifts promptly, producing accurate lists and analytical reports for various Philanthropy projects, and ensuring the accuracy and consistency of the Raiser's Edge/NXT database.
3. Support overall management of the Raiser's Edge/NXT database, including updating constituent information, creating new records, and data cleanup.
4. Serve as the resident database architect – identifying, managing, and executing large-scale database projects that ensure the accuracy and consistency of data for effective reporting and analysis.
5. Provides proactive analysis and data mining to identify opportunities, inform fundraising strategies and execution of actions.
6. Organize and maintain all gift paperwork (electronic filing system).
7. Provide ongoing and routine support to the Philanthropy team for standard and custom reports in Raiser's Edge/NXT. This includes but is not limited to reports for the annual fund, major gifts, campaigns, and events.
8. Provide required reports to the finance office for all gifts and pledges and assist in monthly, quarterly and annual reconciliations as well as audit support.
9. Partner with Philanthropy colleagues to provide data and visual representations of progress for use in board reporting, both for KFB Board meetings and Philanthropy advisory committee meetings.
10. Develop and implement policies, procedures, and automated processes to ensure the integration of volunteer information from the volunteer tracking system (VolunteerHub).
11. Oversee data stewardship, integrity, clean-up tasks, quality control audits, NCOA and deceased constituent updates, and security for the fundraising database.
12. Produce, or assist with the production of financial, analytical and demographic reports as well as mailing lists, recognition lists, and other data extractions as requested or needed to support appeals, mailings, etc.
13. Provide expertise and technical support to end-users on Raisers Edge issues, identify, research, and resolve technical problems, work with outside vendors/technical support as needed, and document, track and monitor problems to ensure timely resolution.
14. Documents and creates work instructions/SOPs for donor database processes as needed.
15. Perform related duties as required or requested (e.g. office tasks).
16. Provide occasional event support on evenings and weekends.
17. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

None

Education & Experience:

1. Bachelor's degree or equivalent level of education and experience
2. Five (5) or more years of relevant experience.
3. Five (5) or more years in fundraising software management programs (CRMs), with a preference for experience in Raiser's Edge.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite with an emphasis on Excel.
2. Foundational understanding of development and an appreciation for the importance of donor information management and a working knowledge of principles, ethics, and practices of fundraising.
3. Excellent project management and problem-solving skills; the ability to prioritize and manage multiple tasks and projects under varying deadlines with a commitment to accuracy
4. Experience managing a database through multi-year campaigns or fundraising initiatives, including being responsible for comprehensive reporting related to those initiatives.
5. Ability to set and execute goals that align with the strategic vision of the Philanthropy team and overall organizational vision.
6. Possess a high level of initiative and creativity and the proven ability to work both independently and collaboratively.
7. Demonstrated strong analytical and critical thinking skills, enabling the translation of data into actionable insights.
8. Highly organized with the ability to thrive under pressure and manage multiple tasks concurrently.
9. Readily take on new opportunities and challenges with a sense of urgency and a solutions-oriented mindset.
10. Ability to exercise sound judgement and discretion in a confidential and professional environment.
11. Ability to communicate both verbally and written in an effective, confident manner with strong interpersonal skills.
12. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.
13. Ability to effectively interact with a diverse population from various ethnic and socioeconomic backgrounds.
14. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position					X
Move about work area				X	
Use hands/fingers to handle or feel					X
Reach with hands and arms		X			
Ascend/Descend (stairs/ladder/etc.)		X			
Bend, stoop, kneel, crouch, or crawl		X			
Communicate with various parties					X
Detect flavors or smells	X				
Ability to push, pull, and lift up to 30 pounds		X			
Visual acuity					X
Read and understand written word					X
Drive/Travel			X		
Operate computer and general office machines					X
Operate Machines:	X				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					x
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		x			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		x			
Travel: Limited exposure to outside elements.			x		
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Benefits:

Kids' Food Basket offers a competitive benefits package to full-time employees including medical, dental, vision, short-term disability, life/accidental death & dismemberment, flexible spending accounts, 401(k) plan with employer match, a generous PTO policy with 4 weeks in the first year of employment, paid holidays, and more. Benefits eligibility begins on the first day of the month following the date of hire. 401(k) plan eligibility is after 6 months of employment.

Equal Employment Opportunities

Kids' Food Basket provides Equal Employment Opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristic. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

To be considered for the position, please visit and apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/78c2c01f-ca87-43be-b701-81ef8e0fc90a/165673---Kids-Food-Basket>

Applications will be accepted and reviewed on a rolling basis.