Advancement Database Administrator

About Houston Methodist Foundation

The Houston Methodist Hospital Foundation is a fundraising organization which was formed in 1983, to support the Houston Methodist vision for excellence in research, education and patient care. The foundation helps to accomplish institutional priorities through fundraising, gift management and stewardship programs.

Our aim is to synergize and build relationships between donors and Houston Methodist in order to secure transformational philanthropic resources.

We believe in fostering an environment of collaboration and innovation that blends critical thinking and creativity.

As our philanthropic efforts continue to grow and expand so is our Foundation team. As a result of our growing team, we're looking for dynamic, smart and innovative people with a variety of backgrounds in various fields to support our philanthropic efforts and Houston Methodist's vision.

Job Summary

At Houston Methodist, the **Advancement Database Administrator** is responsible for the utilization, oversight and advancement of the fundraising constituent relation management database (CRM). This position is directly responsible for data/technology management, analytics and reporting, and developing business requirements and documentation. Also responsible for the design and maintenance of coding structures and providing training/support to end users. Assists with inputting data and the creation and generation of analytical/financial reports, data extracts, mailing lists and ad-hoc queries to meet the information needs of the department. Ensures the quality of biographical, demographic and gift information and the management of that information based on best practices for the highest standards. Oversees the process of developing/updating policies and procedures for the CRM and related data warehouses in support of a robust program for prospect identification and analysis. Serves as a liaison, communicating across departments on a regular basis to convey information, manage projects and customer requests, ensure compliance, and obtain user feedback.

EDUCATION REQUIREMENTS

o   Bachelor's degree required, preferably in Computer Science, Business Administration, or Health Administration

EXPERIENCE REQUIREMENTS

o   Four years related experience in database administration, fundraising, major fundraising database systems, electronic donor screening and segmenting initiatives, with heavy customer service emphasis

o   Four years' experience working with report writing technology

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

o   Demonstrates the skills and competencies necessary to safely perform the assigned job, determined through on-going skills, competency assessments, and performance evaluations

o   Sufficient proficiency in speaking, reading, and writing the English language necessary to perform the essential functions of this job, especially with regard to activities impacting patient or employee safety or security

o   Ability to effectively communicate with patients, physicians, family members and co-workers in a manner consistent with a customer service focus and application of positive language principles

o   Extensive knowledge of search protocols for on-line resources (Nexis, Dialog, etc) and above average familiarity with advanced Internet usage. Complete comfort with database usage and spreadsheets

o   Advanced Excel, PowerPoint, and Word skills.

o   Knowledge of Crystal Reports, Access, SQL, SRSS, or Tableau preferred

o   Knowledge of fundraising prospect and gift management software. Knowledge of Raisers Edge preferred.

o   Ability to balance multiple priorities and shifting deadlines.

o   Ability and willingness to work with fundraising colleagues in a team-oriented environment and to help set expectations regarding development services products and timelines

o   Detail-oriented with strong organizational, analytical and mathematical skills

How to apply

To learn more about the job or to apply please click on below links:

https://www.houstonmethodistcareers.org/job/advancement-database-administrator-foundation-professional-corporate-5-59955/

Interested candidate should also send their resume to hmfdn@houstonmethodist.org