



Job Posting: Database Administrator (Full-Time 37.5 hours/week)

ABOUT THE STOP:

The Stop Community Food Centre is a leading-edge and nationally respected non-profit organization that has been providing innovative programs and advocacy to address problems of hunger and inequality for over 35 years (www.thestop.org). The Stop's mission is to increase access to healthy food in a manner that maintains dignity, builds health and community and challenges inequality.

THE OPPORTUNITY:

The Database Administrator is an integral part of The Stop's fundraising and communications team. As outlined in our 2019-2021 Strategic Plan, The Stop is committed to supporting an organizational culture of data analysis and evidence-based decision-making - as a result, this position plays an important role in ensuring that data and data-integrity holds a key position at the organization.

Reporting to the Director of Development and Communications, the position will support fundraising efforts and revenue generation at The Stop through comprehensive and strategic management of our donor databases.

KEY DUTIES & RESPONSIBILITIES:

- Perform accurate and timely recording, and allocation of all revenue receipts
- Act as the organization's central resource for the Raiser's Edge. For example, but not limited to, managing access to the database, providing training, and facilitating its use.
- Support the improvement/maintenance of data integrity.
- Ensure fundraising is achieved in accordance with Canada Revenue Agency requirements and with The Stop's mission/value statements.
- Develops and updates reports on revenue, donors, etc.
- Provides information and recommendations to support data driven planning and decision-making.
- Performs data pulls, imports and exports for all direct mail, digital campaigns and special events throughout the year, as needed.
- Maintains and recommends processes and standards for database application, gift processing and stewardship on an on-going basis.

- Coordinates with finance and third-party vendors to perform monthly reconciliation reports and to ensure tax receipts are issued on a bi-weekly basis.
- Assist finance with annual financial audit
- Other duties as assigned.

QUALIFICATIONS & SKILLS:

- Minimum 3 years' experience administering CRM databases, preferably in a fundraising/development office capacity. Blackbaud platforms strongly preferred.
- Advanced Microsoft Office suite skills preferred.
- Demonstrated problem-solving and priority-setting skill; and ability to track and process multiple issues simultaneously and accurately.
- Strong communication and interpersonal skills.
- Demonstrated flexibility, initiative and integrity.
- Understanding of CRA, PIPEDA and CASL guidelines an asset.
- Passion for The Stop's mission, and commitment to social justice.

Start date: Immediately

Salary range: \$49,000 - \$52,000 annually + generous benefits package

Hours: 37.5 hours/week

Please include a cover letter and resume to the attention of Hiring Committee. Applications are being accepted through the [Charity Village website](#).

Applications must be received by Sunday, April 14, 2019.

No faxes, emails or phone calls please.

The Stop Community Food Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted. Thank you for your interest in The Stop.