Raiser's Edge NXT Database Administrator

The **Stewardship & Development Office** of the **Archdiocese of Seattle** has an opening for a full-time **Database Administrator.**

To apply for this job, please visit our website at www.seattlearchdiocese.org/jobs. We require all applicants to submit our standard application and a cover letter. Resumes alone will not be accepted.

GENERAL INTRODUCTION:

The Archbishop, visible principle of unity in his archdiocese, is called to build up the particular Church unceasingly in the communion of all its members, and to ensure that their diverse gifts and ministries, in union with the universal Church, serve to build up all the faithful and to spread the Gospel. (*Apostolorum Successores* 8). He must take care that all the affairs which belong to the administration of the whole archdiocese are duly coordinated and are ordered to attain more suitably the good of the portion of the people of God entrusted to him." (*Apostolorum Successores* 177).

Each position employed in the Chancery helps to extend the ministry of the Archbishop in particular ways as outlined in the position description.

GENERAL SUMMARY OF ESSENTIAL PURPOSE:

Responsible for the administration of the Raiser's Edge NXT (RENXT) database. Ensuring that it is managed effectively, efficiently and accurately for the Office Stewardship and Development, the Office of Communications (including the Northwest Catholic magazine), Fundraising Accounting, and other potential users. Providing for the maximum possible collection and utilization of information data for evangelization, engagement and fund raising. Acts as a RENXT subject matter expert for internal users. In collaboration with Chancery IT, manages user permissions by determining processes needed for each job, while protecting sensitive information and financial integrity. Acts as first line support for Blackbaud issues and technical support liaison. Ensures that new Raiser's Edge NXT users are made aware of Blackbaud training and all other resources to aid in the successful completion of their jobs. Provides technical assistance to parish staff in the update process of constituent records through an export/import process.

ESSENTIAL POSITION DUTIES:

Data Administrator for Raiser's Edge NXT database

Coordinates and manages all aspects of the Raiser's Edge NXT database properly and in a timely manner. This includes:

- Set up and maintain user permissions/security
- Act as first line support for user issues
- Maintain database for old, inaccurate, duplicate records
- Maintain code tables
- Work with all users to define data requirements and identify solutions
- Identify work-flow problems and seek solutions
- Configure Import-O-Matic imports for parish data and other imports as required
- Collect data from parishes and import into RENXT
- Ensure that all Pastoral leaders and parish staff changes are updated

- Uses critical thinking to aid in the decision-making process to ensure parish lists are aligned with the RENXT constituent database
- Creates timelines and deadlines of tasks to accomplish prior to major solicitation mailings and regularly scheduled monthly data extractions. Ensures data scrubbing is completed before files are sent to mail houses

Raiser's Edge NXT User Support and Data extractions/mailings

- Teaches and assists Chancery departments to maximize their effectiveness and accomplish their missions using RENXT
- Creates reports as needed for data analysis as well as assisting team members with report writing
- Assists with design and implementation of dataflow screens for team members
- Teaches and supports Chancery departments with constituent and related data entry
- Responsible for the process is importing and updating parish registration lists and donor histories
- Continually works to increase efficiency of data transfers between the Archdiocese and parishes
- Collaborates with parish staff and Chancery users to identify and resolve data issues
- Responsible to identify the process of cleaning up data export files before being sent to mail houses.
- Assists with data imports for campaigns, appeals and events

Database Knowledge/Training/Testing

- Keeps current with RENXT updates through use of Blackbaud's Knowledgebase
- Interfaces with Blackbaud and Chancery IT to test any software changes prior to implementation
- Provides feedback to the Blackbaud team related to any problems or requests needed by the team
- Keeps current with Import-O-Matic features and uses support center as needed
- Collaborates with the local PDS software programmer and users to support their use of the software for parish updates using export and import features in PDS as well as RENXT Import-O-Matic feature
- Develops and keeps current documentation for PDS best practices to be used for parish staff training and reference

Stewardship Teamwork

- Participates and assists with Stewardship and Development initiatives and events as requested
- Other duties as required

ESSENTIAL QUALIFICATIONS:

1. Primary:
   a. Willingness and ability to support the mission of the Church by extending the ministry of the Archbishop
   b. Ability and desire to use God-given gifts and talents in service of the local Church

2. Education:
   a. Bachelor's degree or equivalent work experience required

3. Experience:
   a. 5+ years experience working in a relational database environment with database design experience

b. Experience working with a customer management or fundraising system
c. At least 2 years Raiser's Edge or RENXT experience highly desired
d. Experience with Import-O-Matic and creating configurations preferred
e. Familiarity with report writing and query functions in RENXT and resulting export files preferred
f. Project management experienced preferred

Skills and Abilities:

a. Excellent organizational skills and the ability to work on multiple projects and set priorities to meet deadlines
b. Attention to detail with a high degree of accuracy in data entry
c. Superb critical thinking and analytical skills
d. Excellent written and oral communication skills
e. Ability to work independently, as well as in a team
f. Ability to maintain high levels of confidentiality
g. Must possess a valid Washington driver's license to be able to travel throughout the Archdiocese of Seattle
h. Knowledge of and familiarity with the Catholic Church in Western Washington

Competitive salary and excellent benefits. To apply for this job, please visit our website at
www.seattlearchdiocese.org/jobs. We require all applicants to submit our standard application and a cover
letter. Resumes alone will not be accepted.