



Database Administrator (Raiser's Edge) Fundraising & Development

Canadian Feed The Children (CFTC) – proudly and independently Canadian since 1986 – works to unlock children's potential through community-led action in Canada and around the world. CFTC delivers development programs through local partners that have positive, meaningful, and sustained impact on children's lives and on the self-sufficiency of their families and communities. We proudly work with 26 Indigenous communities in Canada along with, partners in Uganda, Ghana, Ethiopia and Bolivia. If you share our passion for bettering children's lives, and you thrive in a collaborative, values-based culture please consider applying for this role.

About this Opportunity

You will play an essential role in maintaining the Raiser's Edge database while providing support to the Fundraising and Development team in the management of data analytics. This role is a full-time position out of our Toronto office. As a results-oriented individual, you will show initiative, make on-going recommendations for continuous improvement and be passionate about your role in delighting our donors. Areas of responsibility will include but are not limited to the following,

- Manage and maintain the Raiser's Edge database, including constituent record updates, data clean-up and data integrity, ensuring accuracy for donor stewardship, recognition, moves management and solicitation.
- Provide leadership in the use of Raiser's Edge and Import-Omatic and identify efficiencies and record processes. Set up Import-Omatic profiles and keep them updated for effective import of constituents and gifts, managing the transfer of data between MailChimp and Raiser's Edge using Import-Omatic.
- Manage the import and export of data files for direct mail, telemarketing and email marketing campaigns, ensuring accuracy in all data related analysis and reporting.
- Create and run requested queries, data reports, analysis and/or data files from Raiser's Edge in a timely manner and in accordance with set timelines and then provide meaningful insights based on analysis of data reports.
- Support the Development team with the management of data requests and pulls for quarterly report cycles and strategic plans.

About You

- You possess post-secondary education combined with about 2-years of relevant fundraising database experience, preferably with annual giving campaigns, preference will be given to candidates with experience in a similar type of charity environment.
- Advanced knowledge and experience with Raiser's Edge 7 and NXT, including queries, exports, imports, reports and management of assigned solicitors, proposals and relationships.
- Working knowledge of Import-Omatic and Blackbaud Insight Designer (or Crystal Reports)
- Knowledge of donor stewardship, mid-level and major gifts is an asset.
- Proficient in Microsoft Office, in particular Word Mail Merge, Excel tables, sorts and filters, and Outlook along with the ability to learn new software and procedures quickly.

- Exceptional attention to detail with high level of accuracy combined with effective verbal and written communications skills.
- Strong prioritizing, organization and time management skills.
- Adaptable to changing priorities and ability to work in a fast-paced environment.
- Self-directed and a team player with effective interpersonal skills.

Interested? Please submit your resume and covering letter to: [**jobs@canadianfeedthechildren.ca**](mailto:jobs@canadianfeedthechildren.ca)

*Please indicate **the name of the position in the subject line**. We thank all applicants for their interest however only those under consideration will be contacted. Our recruitment process begins as soon as applications are received. This position will remain open until the successful candidate has been selected.*

Canadian Feed The Children is committed to creating a diverse and equality-based environment. We are committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from all people. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.