



Database Administrator

Desert Foothills Library

Nestled in the foothills of Cave Creek, Desert Foothills Library is a dynamic and cherished community asset. The Library offers free membership to all Maricopa County residents and thrives because of individual community members' generous financial support. With 20,000 square feet of books, audiovisual materials, meeting and study rooms, a large used bookstore, demonstration kitchen, a beautiful patio with mountain views the Library is a wonderful place to learn, relax, visit with friends and work. Innovative and creative staff host more than 2,500 programs annually and 100 community members give their time as volunteers to ensure patrons get personalized, friendly service.

Summary

We are looking for a professional to effectively maintain donor information in the Library's Bloomerang database and to prepare reports and communications utilizing that information. This position reports to the Executive Director, Director of Development, and works closely with the staff Bookkeeper. Additionally, this person will assist and support the Advancement and Finance Committees.

Other responsibilities will include office administration duties to support the Executive and Assistant Directors. Most of these duties will center around secretarial support including use of our Microsoft Suite, establishing vendor relations and managing day-to-day organizational tasks.

This position will be between 20-25 hours per week depending on the time of year (more hours September to April).

Essential Functions

- Update Bloomerang database with information for donations, new donors, changes to current donors and Board of Directors
- Maintain tracking list of all donations received
- Keep track of outstanding pledges, periodically producing and sending reminder letters to donors
- Track and communicate updates and changes to databases to appropriate departments
- Produce gift acknowledgments for donors
- Keep Executive Director and development staff up-to-date on gifts received
- Work closely with CPA and bookkeeper to manage donation records and Quickbooks integration
- Assist in preparation of grant proposals and reports
- Prepare mailings for events, newsletters and Annual Appeal
- Assist with event preparation tasks as requested by Executive Director
- Prepare monthly reports for Executive Director's Board Report

- Run reports on a case-by-case basis and maintain reoccurring reports
- Call and schedule maintenance appointments with vendors
- Assist with printing and mailing projects

Preferred Qualifications

- Ability to establish and maintain positive and productive working relationships with staff and the public to achieve overall Library goals.
- Ability to successfully manage projects, organizational initiatives and efficiently meet deadlines.
- Ability to retain, abide by, and explain organizational procedures, processes, policies and operations.
- Demonstrates confidentiality within and outside the workplace arena relative to working with Library data.
- Demonstrates excellent written and oral communication skills.
- Demonstrates proficient computer skills with the ability to learn and incorporate emerging technologies into daily work.

Salary

\$20 - \$25 an hour

Please send a letter of interest and current resume to Dr. Debra J Lay, Executive Director:
dlay@dfia.org

Accepting applicants until filled