



ADVANCEMENT DATABASE ADMINISTRATOR FULL-TIME POSITION

Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a detail-oriented Advancement Database Administrator to assist the Advancement team in identifying, cultivating, soliciting, stewarding, and communicating with donors and members.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

This key position is responsible for managing Bernheim's donor database (Blackbaud Altru) and works closely with the Advancement team to ensure accuracy and timeliness in gift processing and acknowledgments, using best practices of data integrity while proactively finding ways to streamline administrative processes in Bernheim's Advancement Department. The successful candidate will serve as a support resource for Bernheim staff using the Altru database, and providing training as needed.

This is a full-time position and reports directly to the Director of Advancement.

ESSENTIAL JOB FUNCTIONS

Database management

- Oversees and manages the Blackbaud Altru database, which is the foundation for all organizational outreach and contains confidential, digital records of members/donors, their giving histories, and other sensitive information.
- Manages data integrity, updates, and corrections. Consistently oversees data quality and structure within the Altru database, monitoring and communicating with users to ensure accuracy.
- Analyzes, reviews, and optimizes database processes and procedures to improve methods for moving people along our continuum of engagement. Troubleshoots problems to ensure deadlines are met. Prepares recommendations for improvements in efficiency and effectiveness.
- Creates website forms.
- Manages member and donor email, mailing, and recognition lists.
- Records relationship interactions of advancement staff on constituent records as needed.

- Configure set-up for database functions across the organization as needed, including ticket sales, vendor contracts, assistance with merchandise inventory, etc.

Gift entry and processing

- Enters gifts and pledges, which includes high traffic, seasonal online giving campaigns.
- Generates member/donor acknowledgement letters and invoices.
- Directly responds to donor inquiries via phone, email, or letter, including problems with checks, credit cards, EFT, and stock gifts.

Reporting

- Prepares, generates, and builds queries and reports in a range of formats to track giving levels, renewal rates, pledge collection deadlines, recurring gifts, and other data for ongoing and campaign donors.
- Works with communications department to support sharing data for quarterly newsletters and annual reports.

Donor/prospect research

- Creates data-informed prospect lists and analysis for year-round fundraising, helping to fine-tune donor relationships.
- Updates and adds donor/prospect information as it becomes available

Additional responsibilities

- Participates in fundraising and cultivation outreach, projects, and events, occasionally working evenings and weekends.

JOB REQUIREMENTS

- Advanced knowledge of Blackbaud Altru or a comparable donor database is required.
- Self-directed learner who is a resourceful and curious problem solver.
- Excellent organizational skills, analytical skills, and attention to detail.
- Strong verbal and written communication skills.
- Keen attention to detail, with the ability to organize information and priorities.
- Proven track record of identifying and evaluating data-informed patterns and outcomes.
- Self-starter with strong work ethic and the ability to think strategically. Demonstrated ability to work as part of a team in a fast-paced work environment.
- Ability to manage multiple priorities and projects simultaneously while maintaining quality of work and meeting deadlines.
- Ability to work collaboratively and patiently with end users and to understand their needs and translate their requests into effective reports.
- Personal commitment to Bernheim's mission.

COMPUTER SKILLS



To perform this job successfully, an individual must have excellent computer skills, knowledge of Blackbaud Altru or a comparable donor database, fluent in Microsoft Office Suite and advanced skills in Microsoft Excel. Two or more years of multifaceted database management experience is required. HTML experience is preferred.

Salary range: \$40,000 - \$45,000. Competitive benefits package includes health/vision/dental insurance, retirement 403b match benefit, and paid sick, holiday and vacation leave. To apply, send a cover letter and resume to Melissa Raley, Director of Advancement at melissa.raley@bernheim.org.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.