



EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

DATABASE ADMINISTRATOR (FULL-TIME, 1 YEAR CONTRACT)

The Database Administrator is an integral part of the Fund Development department. Reporting to the Major Gifts Manager, you will work closely with other team members responsible for achieving the tasks as set by the OMHS. Key responsibilities include but are not limited to:

- Overseeing and establishing accurate protocols for importing and exporting of data, extracting and analyzing data, data mapping, developing and implementing operational policies to guide data entry, documenting database changes, and ensuring that the database effectively captures all donor information and generates accurate financial and analytical reporting
- Establishes and implements protocols and best practices and trains all Raiser's Edge (RE) users in the area of data entry, reporting, querying, mailing and other RE functions
- Serve as the first point of contact for staff with questions about or problems with the use of Raisers Edge database
- Serve as a technical consultant to the Major Gifts Manager, Fund Development Manager and Executive Director in the areas of monthly, annual and major gift strategy, as it relates to the preparation and tracking of data for direct mail, events, major gifts, legacy giving and various other fundraising campaigns

Qualifications and Experience:

- Education: Minimum bachelor degree or diploma in Information Systems Management or similar field and two (2) years development experience preferably in a non-profit environment. Equivalent combination of experience and education may be considered
- Highly proficient in Raisers Edge and other database systems as it pertains to supporting fundraising objectives
- Proficiency in database report generating, queries, donor segmentation and exports
- Excellent project management and research skills
- Expert level of efficiency with Microsoft Office
- Valid G license with a clear Drivers Abstract
- Clear Criminal Background Check

Skills:

- Strong communication skills
- Excellent interpersonal and problem solving skills
- Excellent time management skills are required
- Must be detail oriented, strong organizational skills
- Demonstrated ability to work with diverse groups of people
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently but consults with Manager as necessary
- Must be reliable, flexible and punctual

Interested applicants please submit a cover letter with resume to;

**Lisa DePieri, Manager, Major Gifts no later than November 2, 2018.
philanthropycareers@omhs.ca**

Commitment to Diversity and Accessibility:

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.