



## **Camp Ramah in the Berkshires Database Administrator (Full-Time)**

### **Organizational Overview**

Camp Ramah in the Berkshires (CRB) is a dynamic nonprofit Jewish summer sleep-away camp that integrates Jewish values, education, love of Israel, outdoor camping experiences and fun in a natural and nurturing setting. It is a place for personal growth and the development of lifelong friendships. Generations of families have attended and continue to attend this camp which enjoys a stellar reputation and philanthropic support from its Board, community of camp families and the broader Jewish community.

### **Position Summary**

The Database Administrator (DA) is responsible for the function, maintenance, and organization of the Ramah Berkshires databases (Salsa and CampMinder) and all records. The DA also manages the major/capital campaign prospect pipeline, ensuring that cultivation and solicitation plans are actively tracked in the database while working with frontline fundraisers on general portfolio management. The Database Administrator reports to the Director of Institutional Advancement.

### **Primary Responsibilities Include:**

#### **(1) Development Database**

##### **General**

- Oversee the donor database and manage related systems and programs, including data entry, database structure, data integrity, system access and training, and the daily use of the database; oversee the prospect research and prospect management functions.
- Ensure the coordination and consistency of synching all relevant data with the CampMinder database (contact info, addresses, salutations, etc.).
- Oversee all efforts related to the receiving, processing, and acknowledgment of gifts including but not limited to entering and processing all incoming gifts and pledges, recording all financial data in an accurate and timely manner, sending out pledge reminders, acknowledging all donations within one week, and managing all matching gift requests.

- Continually update and correct donor records to ensure their accuracy; enter all appropriate notes about specific donors received from senior staff and volunteers.
- Serve as the Department liaison to the COO's office and respond to all accounting- and finance-related inquiries, reconcile monthly and annually all fundraising revenue with the Finance Department to ensure accuracy, transmit all appropriate documentation and information regarding fund designations and donor stipulations to the Finance Department and the Programs Department as appropriate.

#### Reports and Lists

- Develop and execute accurate and timely reports and analyses for senior leadership and board members, and collaborate with the Associate Director of Advancement on annual fund direct mail appeal performance analyses.
- Work closely with leadership to develop effective strategies for tracking and reporting relevant fundraising metrics.
- Create accurate and timely mailing and event lists in support of fundraising and stewardship objectives.

#### Database Oversight

- Lead the continuous improvement of database functionality, expanding database and research capabilities, related processes and systems, and collaborate with leadership and Development colleagues to envision and anticipate future department needs.
- Lead periodic data cleanup, testing, and reporting to ensure integrity of database; coordinate interactions with the database vendor; ensure routine maintenance and upgrades.
- Develop strategies and encourage effective research and prospect management efforts that are forward-looking, capitalizing on emerging technologies and existing resources.
- Train department staff on software and technology for appropriate use of the database.
- Track progress toward achievement of fundraising goals, including generation of statistical reports for past and current year revenue.
- Ensure confidentiality of department information.

#### Prospect Management

- Ensure policies, procedures, and systems are in place for the identification, evaluation, and tracking of prospects including contact report and proposal recording systems.
- Lead analysis in tracking and reporting on wealth screening and research results.
- Manage the major gift prospect pipeline, ensuring prospects are appropriately sequenced and that cultivation/solicitation plans are created and added to the database.
- Work with frontline fundraisers on portfolio management to ensure appropriate cultivation/solicitation plans remain on track.

## **(2) CampMinder**

- Ensure that the database design is aligned with Ramah Berkshires' strategic goals.
- Process all camper and staff applications, keeping the Registrar and the Director of Staff Experience continually updated on new applications, and processing all relevant data in the program's database in an accurate and timely manner.
- Develop and implement policies to safeguard the integrity of the system data.
- Continually update and correct records to ensure their accuracy; maintain content consistency between program and development databases by updating records regularly.
- Track progress toward achievement of enrollment goals, including generation of reports as necessary; compile and present statistical reports for past and current year revenue.
- Ensure the preparation and submission of timely and informative reports; design and produce custom reports as required by the needs of the department and/or Director.
- Assist in the development and implementation of an effective system to maintain and generate accurate development, recruitment, and communications mailing lists to ensure appropriate distribution of all Ramah Berkshires materials; coordinate production and mailing of all fundraising letters and other materials.
- Manage the CampMinder database, including routine maintenance, upgrades, and other required utilities; coordinate interactions with the database vendor; proactively identify extraneous and inefficiently placed information and implement solutions; provide staff orientation and training as needed; assist database users in the most efficient and effective use of the system; coach and troubleshoot as needed.
- Establish, communicate, monitor, and enforce policies regarding CampMinder use.
- Analyze and review applications and user needs; stay abreast of software updates and hardware recommendations.
- Track forms submitted by camper parents and produce reports for the Director of Camper Care and the Registrar, as needed.
- Ensure confidentiality of department information.

### **Qualifications**

- Bachelor's degree or equivalent experience.
- Two to three years' experience with a development database program is required; experience with Salsa and/or CampMinder a plus.
- *Technical Skills including:*
  - A thorough knowledge of Windows-based computer applications and database functions.

- Proficiency with Microsoft Office (Word, Excel, and PowerPoint) and Google applications (Docs, Sheets, and Forms).
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- *Other Competencies*
  - Excellent customer service skills
  - Excellent organizational and time management skills
  - Exceptional attention to details
  - Strong motivation, high energy, and ability to work both independently and with a team

### **Position Details**

- Full-time position
- Salary commensurate with experience
- Benefits and vacation package included
- Opportunity for camp tuition discount

Interested candidates please forward resume and cover letter to [jobs@ramahberkshires.org](mailto:jobs@ramahberkshires.org). No calls please.