



Planned Parenthood Los Angeles is seeking an experienced **Development Database Administrator (Raiser's Edge)** to work in our Downtown Los Angeles Headquarters. We're searching for a dynamic database manager to provide a broad range of database services to support all areas of fundraising through the maintenance of the Raiser's Edge system by ensuring data is accurate, current, and organized. Under the supervision of the Director, Prospect Management and Operations, you will combine information management, analysis and technology skills with the ability to train fundraising staff on database usage. The position is integral to the fundraising efforts of PPLA's Development Department.

This is a remarkable opportunity for the right individual who is committed to data integrity, reproductive rights and healthcare in the Los Angeles community. At PPLA, you will have the opportunity to serve a mission you're passionate about as you contribute to our long-term vision.

As the largest provider of reproductive healthcare in Los Angeles County, Planned Parenthood's mission is to provide convenient and affordable access to a comprehensive range of quality reproductive health care and sexual health information, through patient services, education, and advocacy.

**Our Ideal Candidate will have the following qualifications:**

- At least three (3) years of experience implementing complex data import, export and query functions using Blackbaud products, specifically Raiser's Edge and Luminate (Convio) required
- Bachelor's degree preferred, with focus on business practices/administration, computer science or information systems
- Proficiency in the use of "cloud-based" data systems, including familiarity with the processes for data storage, upload, retrieval, back-up and security required
- Proficiency in complex database management required
- Knowledge of database maintenance and monitoring functions, including proper functionality, backup/recovery, rebuilding/reorganizing indexes, checks on performance and capacity required
- Minimum one (1) year experience in designing custom Crystal Reports through Raiser's Edge strongly preferred
- Familiarity with fundraising terminology and practices strongly preferred
- Expertise in a variety of data management, informatics and reporting systems, including SQL Server, SQL Reporting Services, Oracle, ETL tools such as DTS and SSIS, and SAP Business Objects strongly preferred

**About the position:**

- Provide general oversight of all data functions related to the regular operations of the Development Department
- Prepare complex database queries, exports, imports, custom and canned reports to support department needs, including preparing event and gift reports, extract and prepare donor

- solicitation and recognition lists, implement regular NCOA updates, extract and prepare financial reports, perform de-duping and data clean-up functions
- Assess and ensure accuracy, security and integrity of fundraising donor database, including oversight and implementation of data entry standards and best practices
  - Create and implement gift coding, attribute and other table entries as required for accurate and efficient tracking of gift records
  - Determine and implement projects to enhance and stream-line database usage
  - In coordination with IT Department, perform updates to Raiser's Edge software systems in accordance with manufacturer specifications and timeframes
  - In coordination with IT Department, provide IT support as needed for Development Department events held off-site
  - Implement special data projects and enhancements
  - Provide database training to Development staff and volunteers
  - Assess and trouble-shoot department-related database issues. In coordination with IT, determine solutions and strategies
  - Ensure compliance with all data policies and practices of Planned Parenthood Federation of America (PPFA) and Planned Parenthood Los Angeles (PPLA)
  - Process matching gifts, complete and submit forms and ensure accurate gift entry
  - Coordinate projects as needed with independent IT/database contractors
  - Serve as the main point of contact for database issues and questions
  - Assist in developing written policies and procedures for gift processing and data management

**Generous salary and benefits package includes:**

- Medical, dental, and vision coverage options for you and eligible dependents
- Free basic life/AD&D policy with additional voluntary coverage options
- Short Term Disability, Critical Illness and Accident policies
- 403(b) Retirement plan with up to 3% employer match
- Medical and Dependent Flexible Spending Account plans
- Public Transportation and Commuter Pre-Tax Reimbursements
- Generous vacation, sick, and holiday benefits

Planned Parenthood Los Angeles is an Equal Employment Opportunity and Affirmative Action Employer. We will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Los Angeles County Ordinance No. 184852.

Submit your resume on our career site today!: <https://jobs.lever.co/pp-la/a93af8bc-fc71-4303-a0f4-7ed4106e9ad2?lever-origin=applied&lever-source%5B%5D=AFPGLAC>