



Position: Database Associate

Time Commitment: Part/Full-time, 20-40 hours/per week, some evenings and weekends. **this position could start as Part-time moving to Full-time within 6 months.

Reports to: Director of Development

Position Summary

The Database Associate serves as a key member of the Development and BACC administrative team, working with and supporting the Development and entire BACC operation. The Database Associate manages and maintains the donor database (Giveffect and Telosa Exceed), generates reports, processes gifts, and works with BACC's accountant as needed.

She/he enters and tracks data for the purposes of stewardship, solicitations, mailings, email blasts, and more. She/he is responsible for ensuring that the capture and maintenance of all relevant data is done by the most effective, accurate and efficient means.

Data Quality Management / Database Maintenance

- Maintain standards for data quality for the donor and client database, including routine periodic measurement of conformance to standards using queries
- Create new and update existing constituent, address, and other records
- File, scan and upload documents into appropriate records
- Code and track individuals by group (those who attended events, received specific mailings, live in certain geographic regions, etc.)
- Implement data updates with the use of internal and external data sources, data audit and cleanup utilities, and other tools
- Implement procedures to ensure that data entry requests are met consistently and in a timely manner

Gift Processing and Tracking

- Enter contributions and relevant information and materials
- Process credit card transactions in a timely manner
- Produce gift receipts and acknowledgment letters within stated completion periods
- Produce gift reports within stated completion periods
- Create donation batches for accountant
- Coordinate and maintain internal systems for efficient gift processing procedures
- Maintain gift and attachment backup files

Support Fund Development Team

- Conduct routine database maintenance that includes updating records for bounce backs, unsubscribe requests, and update records for returned mail

Other duties and tasks as assigned

Qualifications:

- Exceptional attention to detail with an aptitude for maintaining constituent relationship management systems in a fundraising environment
- Experience with Giveffect or other major fundraising database is required
- Experience in gift processing and knowledge of data entry standards, queries, exports, imports, and mail merges are highly desirable.
- Bachelor's degree, or relevant training, and 2 years of database or fundraising support experience strongly preferred.
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

To apply:

Please submit cover letter and resume to jobs@bayareacancer.org.

About Bay Area Cancer Connections

Bay Area Cancer Connections (BACC) supports people touched by breast or ovarian cancer by providing comprehensive, personalized services in an atmosphere of warmth and compassion. BACC is unique in its ability to tailor its services to each client, offering a combination of high-quality medical information, practical help and emotional support in a non-institutional setting. BACC complements the medical care that patients receive from their physicians and provides a safety net for low income, uninsured young women and men of any age at risk for breast cancer. Its programs aim to ensure that each person is connected with the resources that best serve his or her needs. BACC recognizes that every person touched by cancer experiences the illness differently and, therefore, continually adapts its programs and services to serve a broad range of needs. All services are provided free of charge.