

## **Northlight Theatre**

### **Job Description**

#### **2024/25 Season**

**Job Title:** Database Administrator

**Category:** Regular Part-Time, Year-Round, Hourly, Non-Exempt

**Overall Description:** Reporting to the Director of Advancement, the Database Administrator is responsible for supporting the data management function at Northlight. This position maintains records in Northlight's fundraising and financial databases (currently Blackbaud Raiser's Edge and Quickbooks Online). Duties include entering gifts and pledges for the General Operating and Capital Campaigns, providing reports and reconciliation, creating and sending acknowledgement letters, entering accounts payable and accounts receivable, and assisting the Director of Accounting with bookkeeping.

#### **Responsibilities include but are not limited to:**

- Enter gifts, pledges, and pledge payments for the Annual Campaign and the Capital Campaign accurately into Raiser's Edge database.
- Create and generate standard and custom reports and queries to support the Advancement team, including lists for mailings and invitations.
- Maintain Raiser's Edge database, ensuring that data related to donors and donor prospects is of the highest integrity, including updating addresses, constituency codes, relationships, duplicates, deceased or inactive constituents, bad addresses, and donor solicitation preferences.
- Reconcile Advancement reports with Finance reports on a monthly basis, as well as a fiscal year-end reconciliation.
- Create and send accurate and timely acknowledgement letters to donors.
- Work with Marketing department to create donation pages for website as needed.
- Record Accounts Payable transactions into the accounting system, ensuring timely entry of all unpaid invoices and bills and accurate coding of expenses.
- Record Accounts Receivable transactions into the accounting system accurately and process income received against the receivables.
- Review and verify invoices and check requests, enter and upload invoices into financial software, research and resolve invoice discrepancies and issues, maintain vendor files, and correspond with vendors as requested.

- Perform accounting functions as needed to uphold GAAP standards of separation of duties within the Finance department.
- Adhere to Northlight policies as listed in Employee Handbook.
- Perform any additional duties as assigned by Director of Advancement and/or Director of Accounting.
- This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, within regularly scheduled work hours or as needed, in all Northlight functions as requested, on site and off.

**Qualifications:** Proficiency with Microsoft Word, Microsoft Excel, CRM, and financial software required; Raiser's Edge and Quickbooks preferred. The successful candidate will be detail-oriented, organized, and technologically adept as well as able to plan ahead to ensure deadlines are met in a timely fashion. They will be self-motivated, able to prioritize and will communicate well with staff.