FRIENDS OF THE HIGH LINE

POSITION DESCRIPTION:
Database Administrator

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

The Database Administrator reports to the Vice President of Development and works closely with the Development Department to oversee the policies, operation, and maintenance, of FHL's fundraising database, *The Raiser's Edge* to meet departmental and organizational needs and objectives.

Responsibilities Include
- Create, execute, and document best practices for data and database management
- Develop and manage systems to ensure the timely and accurate entry of data into the database, oversee data entry staff
- Maintain data hygiene, oversee and systematize data coding, coordinate system updates
- Manage the data compilation and retrieval of wealth screenings, demographic screenings and other overlay data and analytical tools and processes
- Enhance data reconciliation process with Finance Department
- Keep current with new data management systems and technologies
- Develop and coordinate periodic training of staff on current and new applications of *The Raiser's Edge*, including creating and implementing training for new staff members
- Create database procedures documents and manuals
- Design department-specific reports to improve revenue accounting, management, tracking, and reporting
- Develop standardized mechanisms for acknowledgement, recognition, and stewardship reporting
- Design and maintain regular campaign reports and moves management system for the Individual Giving program as well as the Campaign for the High Line
- Assist and advise non-Development staff in database use and best practices

Qualifications
Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once. A high level of computer and Internet literacy, including high level experience with *The Raiser's Edge* and Microsoft *Word*, *Excel*, and *Outlook*, as well as an aptitude for mastering new computer applications, are essential. Strong critical thinking Bachelor's degree and at least 5 years relevant experience required.

To Apply
Please submit a cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.