



Data Administrator

Mission Statement

Hope, healing, safety, social change.
Working together to end domestic and partner violence.

Vision

A community unified in peace, justice, and equity,
for the safety and well-being of every individual.

Statement of Welcome and Affirmation

*DOVE welcomes refugee and immigrant survivors
both documented and undocumented; people with disabilities;
people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color);
LGB Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and
individuals whose first language is not English.
DOVE welcomes people of all identities, including those not named.*

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of survivors. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve.

Job Purpose

The Database Administrator is a member of the Development Department reporting to the Director of Development. The Database Administrator manages DOVE's donation database Bloomerang and all financial activities and reporting related to the receipt of donations.

Specific Responsibilities

- Maintains accurate donor records and fundraising database ensuring data integrity
- Records all donations including cash, stock, wire transfer, in-kind gifts, and all pledges
- Produces receipts and acknowledgements for all contributions
- Maintains all donor hard copy files and records

- Retrieves data from third party donation and matching gifts processing organizations to record in database
- Prepares gift logs for Finance so that pledges, gifts, and contributions coming from multiple sources including checks (mail), credit cards (online), and stocks/wire transfers are recorded on GLs and booked to appropriate accounts
- Works closely with Finance to provide information for audits and oversee weekly, monthly, and year-end reconciliations
- Create, prepare, and execute donor data reports used for donor analytics
- Maintain, organize, prepare, and execute donor data reports within parameters provided
- Generate donor reports for analysis as well as segmented data for email blasts, mailings, and uses
- Other donor data related tasks and activities as needed

Key Qualifications, Skills, and Characteristics

- Experience with Bloomerang or comparable nonprofit donor CRM software applications
- Experience working with nonprofit organizations data management systems preferred
- Well organized skills and attention to detail
- The ability to manage multiple tasks, follow through to completion, manage competing demands, and meet deadline
- Proficiency with Microsoft Excel, the internet and technology to collect donation and matching funds data provided by third parties
- A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

Work Schedule

- Part-time temporary work, flexible hours, with possibility of permanent part-time work
- Approximately 20 hours per week remote/hybrid work model

Compensation

Approximately \$25/hour commensurate with experience

DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.

DOVE is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practice.

Application Instructions:

To apply, send resume to: Thomas Leavitt, Director of Development of DOVE, Inc. to tom.leavitt@dovema.org. Applications will be considered until the position is successfully filled.

For more information on DOVE, visit our website: www.dovema.org