



**Position:** Raiser's Edge Administrator

**Organization:** After-School All-Stars

**Reports To:** SVP of Development

**Location:** Flexible, prefer Pacific Time

## ORGANIZATION BACKGROUND

Founded in 1992, After-School All-Stars (ASAS) provides free comprehensive afterschool programs and support services year-round for students and their families. ASAS serves approximately 80,000 PreK-12<sup>th</sup> grade students and their families annually in high-poverty communities through 19 active affiliate chapters with established partnerships at 468 elementary, middle, and high schools in 60 cities across the continental United States and Hawaii. Our vision is for our All-Stars to be safe and healthy, graduate high school and go on to college, find a career they love, and to give back to their communities.

## A UNIQUE OPPORTUNITY

The Raiser's Edge Administrator will perform the critical role of maintaining the Raiser's Edge NXT database and related applications for the ASAS network. This position will be responsible for ensuring the integrity and accuracy of donor information in collaboration with ASAS's vast network of users. They will manage, design, build, and deliver custom reports and lists to facilitate the work of the development team. This includes database cleanup, daily imports, analyzing trends, custom fundraising reports, and records maintenance. The role includes monitoring the integrity of the information contained in the database and determining how to translate data into usable, actionable information for the formation and execution of fundraising strategies and metrics. This is a collaborative role that will serve many diverse internal departments and team members.

## RESPONSIBILITIES

- Oversees daily functions of the Raiser's Edge CRM and related applications and plug-ins.
- Develops a deep understanding of revenue process for the national office and chapters.
- Works with chapters and national staff to ensure revenue is appropriately coded.
- Assists with the implementation of Raiser's Edge CRM upgrades.
- Oversees the implementation of data entry best practices and standards and is responsible, in partnership with the SVP of Development, for ensuring the accuracy and integrity of data in the platform.
- Proactively leads regular database hygiene and maintenance efforts, including duplicate management and periodic audits.
- Responsible for database cleanup, the overall accuracy, integrity, and reliability of donor data.
- Serves as the subject matter expert for Raiser's Edge donor database across the ASAS network.
- Collaborates with the Financial Edge Administrator, to reconcile revenue and support annual audits.
- Supports the systems integration between Raiser's Edge and Financial Edge, ensuring information is transferring correctly and completely based on designed policies.
- Collaborates with team of two (2) systems administrators (Paylocity and Financial Edge) to ensure all FTE funded by grants are appropriately coded in our databases.
- Assists with data needs, ad-hoc reports or queries, and financial reports as requested by all departments.
- Designs and updates timely fundraising dashboards.
- Serves as the main point of contact for all database issues and questions and provides outstanding customer service to users.
- Supports and troubleshoots Blackbaud's Luminate Online Giving Platform.
- Provides database training, including policies and procedures, to all users and oversees security features, accounts, roles, and privileges for users.
- Assists in developing written policies, procedures, and training materials for processing and data management.
- Stays abreast of new and developing tools, technology, and processes and makes recommendations regarding updates/upgrades or new tools needed.
- Maintains confidentiality regarding all gifts and other office assignments.
- Assists with special events across the chapter and other duties as deemed necessary.



**Position:** Raiser's Edge Administrator

**Organization:** After-School All-Stars

**Reports To:** SVP of Development

**Location:** Flexible, prefer Pacific Time

- Performs other duties as necessary.

## QUALIFICATIONS

- Three plus years of experience with Raiser's Edge.
- Blackbaud Raiser's Edge Professional Certification preferred.
- Ability to manage multiple projects, competing priorities and challenging deadlines.
- Resourceful, critical thinker who uses sound judgement and can problem-solve.
- Extensive experience importing and exporting data.
- Extensive knowledge of donor database management and financial reporting.
- Experience in supporting high level executives and development officers.
- Demonstrated skill in developing queries, reports, and dashboards.
- Detail-oriented with a commitment to data integrity and quality of work.
- Flexible and willing to teach others.
- Ability to take initiative, work independently and perform as a team player.
- Proficient with Microsoft Office applications, Word, Excel, Outlook and Teams.
- Excellent verbal and written communication skills.
- Outstanding organizational skills.
- Passionate and committed about ASAS' mission.
- Bachelor's degree required.

**SALARY AND BENEFITS:** The salary for this is between \$80,000 - \$95,000 with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

**HOW TO APPLY:** Please submit a resume and cover letter in PDF format via e-mail to: [vanessa.waserman@afterschoolallstars.org](mailto:vanessa.waserman@afterschoolallstars.org). Please put "Raiser's Edge Administrator" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:** To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)