



MALTA HOUSE

Database Administrator Position Description

Position Overview

The database administrator reports to the Chief of Advancement (COA) and is responsible for a) conducting day-to-day operations of the Little Green Light database and other fundraising software, b) the design and implementation of mailings, solicitations, and outreach c) assist development staff in the execution of events.

The position will support Malta House's communication efforts, assisting with social media, the quarterly eNewsletter, the annual report, and press releases, ensuring consistent messaging and outreach.

Responsibilities:

Development Database

- Process and record all charitable donations, fees, gifts and donations, and event registrations.
- Create acknowledgements and process via letters and emails, coordinate the necessary signatures.
- Run queries and reports as needed from LGL including various reports, reconciliation, financial updates, pledge reminders, audit reports, mailing lists to events, or other information as needed.
- Create procedures for development related software, and teach other users, as needed.
- Provide up-to-date totals, progress reports, reconciliation, and other financial reports as needed, including quarterly reports, and annual audit.
- Conduct data maintenance, as needed to support accurate and clean data.
- Update records: constituent contact information, convert donor records, as needed.
- Support donor engagements/solicitations with donor reports, and other information.
- Maintain confidentiality of all personal and financial information relating to development and Malta House information.

Events

Working with Event Committee and Event Planner,

- Assist in coordinating events planning, events-related activities, and follow-up.
- Create and track guest lists to ensure maximum attendance.
- Assist with other duties, events, or projects as required.

Administration

- Attend scheduled staff meetings, and presentations.
- Additional responsibilities as needed.

Qualifications and Skills

- Bachelor's degree or equivalent experience.
- 3 years demonstrated experience, including data entry and data administration.
- Proficient knowledge of Little Green Light preferred. Experience with other CRM helpful.
- Experience with GiveSmart, Pledgelt, Square, Stripe, and other fundraising software a plus.
- Proficiency with Microsoft Office, Google Workspace, and other relevant computer systems.
- Experience with various types and uses of social media platforms.
- Good verbal, written and interpersonal communication. Ability to create a range of correspondences.
- Ability to interact with a variety of individuals and work in a team environment.

- Ability to manage multiple tasks, prioritize, work under pressure, and meet deadlines.
- Ability to work with minimum supervision. Quick critical thinking and problem-solving abilities.

ABOUT MALTA HOUSE, INC.

Malta House is one of a few transitional living programs in the state of Connecticut where a mom can stay with her baby for long-term support and a "hand-up" as she journeys to independence and hope. Malta House is one of the only homes for pregnant women above the age of 18 in Fairfield County, and one of a limited number of programs for young homeless mothers and their babies.

Malta House, Inc. is a recognized Catholic organization that operates in the Diocese of Bridgeport. As such, Malta House's policies and practices are consistent with the teachings and traditions of the Roman Catholic Church.

Malta House, Inc., is an equal opportunity employer and complies with all applicable federal and state fair employment practices and laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender expression, age, national origin, disability, marital status, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors and clients.

Norwalk, CT

Onsite

Full Time

\$49,000.00 - \$55,000.00 per year

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