



The Support Center for Child Advocates (*Child Advocates*) is seeking a full-time DATABASE ADMINISTRATOR to support the agency's Development & Communications department. Work for a premier child advocacy program. Experience multidisciplinary practice of lawyers and social workers, outstanding staff collegiality, and commitment to quality service.

AGENCY: The *Support Center for Child Advocates* is Philadelphia's volunteer lawyer program for abused and neglected children, providing legal and social service advocacy, through the service of volunteer attorneys, paralegal and legal assistants, working in conjunction with staff social workers, attorneys and other staff. *Child Advocates* seeks to protect children by securing social services, finding alternative homes and helping them testify in court. For all of the children committed to our care, we work to ensure safety, health, education, family permanency and access to justice. Systemically, we promote collaborative, multi-disciplinary casework and solutions to recurrent problems. For the community, we provide educational programs to increase awareness about the problems of and ways to prevent child abuse. Whenever possible, *Child Advocates* seeks to maintain children and families in their own homes. Respected for diligent and effective advocacy throughout its more than 39 years of service, *Child Advocates* attorneys and social workers move public systems to deliver entitled services and private systems to open their doors to needy children and their families.

POSITION SUMMARY: This position reports to the Director of Development & Communications. Responsible for supporting all development initiatives through management of The Raiser's Edge® donor database, record all donations, process gift acknowledgements, perform database entry and clean-up, and provide full oversight for tracking all resources including donations, pledges, gifts, in-kind support and cultivation activities. Input and update constituent data, create detailed reporting, construct complex queries, exports and reports; produce mailing labels, pledge reminders, and donor invoices; compose, update and enter research notes, media and action items.

QUALIFICATIONS: Minimum of Associates Degree in related field required and must be fluent in all aspects of The Raiser's Edge® software. 3+ years related work experience in database management in not-for-profit sector or an equivalent combination of education and experience. Proven data management abilities including data processing and donor records maintenance as well as excellent donor services skills. Ability to work independently and as part of a team and adapt to a changing work environment.

Proficient in Microsoft Office, The Raiser's Edge® database, word processing and spreadsheet applications in Windows. Excellent researching skills.

Excellent organizational skills and ability to monitor multiple projects and to follow written and verbal instructions; pursue details and complete assigned tasks. Detailed oriented, self-directed and self-motivated, able to multi-task and have impeccable follow-through.

Ability to maintain confidentiality and diplomacy in dealing with all levels of staff and outside contacts. Excellent writing skills including report writing.

Salary: \$35,000+ (based on experience). Benefits incl. health, disability & life insurance, 401-K, cafeteria plan for dependent care expenses, and generous leave program. Apply to: *Database Administrator Search, Support Center for Child Advocates, 1617 JFK Blvd., Suite 1200, Philadelphia,*

PA 19103 or email cover memo and resume to: personnel@sccalaw.org (include “Database Administrator Search” in subject line).

Child Advocates does not discriminate in any aspect of employment on account of race, color, religion, national origin, age, sex, sexual orientation, disability, veteran status, or any other basis prohibited by law.