

## Database Contractor Position Description

**Position Title:** Database Contractor

**Reports To:** Director, Development

**Status:** Contract, 10-15 hours per week

**Position Summary:** Assists the Marketing and Fund Development teams with Raiser's Edge data functionalities.

The position also contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

### Primary Duties and Responsibilities:

- Performs complex imports from external sources and data extraction from Hospice Calgary's Raiser's Edge database
- Liaises with Blackbaud regarding technical support issues
- Advises and supports Marketing and Development staff on reports, queries, and mail functions for fundraising and marketing activities
- Working knowledge of Net Community
- Advises and supports ongoing clean-up and additions to Hospice Calgary's database records
- Advises users of Raiser's Edge on new functionalities and business processes
- Research analysis

### Qualifications

#### Must Have:

- Administration knowledge of Raiser's Edge database
- Initiative, self-direction

#### Other:

- Available to start immediately
- Passion for hospice and family-centred care
- Ability to work within a multi-disciplinary team environment

### Working Conditions

- Flexible hours, 10-15 hours per week