



COMMUNITY FOUNDATION of Southeastern Massachusetts

Job Description

JOB TITLE:	Development Systems Administrator	PREPARED BY:	Ethan Kehoe
DEPARTMENT	Development	DATE:	6/19/17
LOCATION:	30 Cornell Street	COST CENTER	CFOPER
REPORTS TO:	President		
<i>For Human Resources Use Only</i>		HR APPROVAL:	
FLSA STATUS:	Exempt <input type="checkbox"/>	DATE:	
	Non-Exempt <input checked="" type="checkbox"/>		

Summary of Position:

Under the direction and supervision of the Director of Development (Director), the Development Systems Administrator manages the gift entry and acknowledgement process for the Foundation, as well as the entry and maintenance of information into its knowledge management system.

Essential Functions:

Gift Entry & Acknowledgement:

- Manages the entirety of the gift entry and acknowledgement process. Ensures gifts are properly credited to FIMS with appropriate acknowledgement issued within 48 hours of gift receipt.
- Works collaboratively with Director of Finance & Administration to maintain adherence to agency accounting policies, including the monthly reconciliation of gifts.
- Develops and maintains “content expert” status related to FIMS or other applicable software platform utilized by CFSEMA.
- Prepares and disseminates reports in FIMS or related platform as requested by CFSEMA leadership staff.
- Works proactively with Director to implement, manage, and maintain knowledge management system virtually (in FIMS or related platform) and in hard copy files where applicable.
- Supports other Foundation activities as assigned.

Minimum Requirements:

Education and Experience:

- Associates Degree in Accounting, Information Management or related field preferred with 2+ years in information management or database management in a non-profit or for-profit setting.

Skills/Qualifications:

- Detail oriented with exemplary time management skills.
- Efficiency and accuracy in entry and management of high volume of information.
- Ability to manage confidential donor and financial information.
- Proficiency with software programs including Microsoft Office and development systems including FIMS or related platforms like Raiser's Edge.

Other:

- A valid driver's license, as well as a satisfactory driving record.
- Willing to travel within Massachusetts using a personal vehicle.
- The position requires a flexible schedule to be determined and within the hours of 9 am-5 pm, and additional hours during events.

Organizational Relationships/Scope:

Reports to the Director of Development; has no direct reports.

Working Conditions:

Working conditions are a combination of normal office conditions and working events.

Please Note: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.