



Organization: Pennsylvania Innocence Project

Position: Database Administrator

Terms of Employment: Part Time (10 hours per week)

Location: 1515 Market Street, Philadelphia, PA 19102

The Pennsylvania Innocence Project was founded in 2009 and works to exonerate and free those convicted of crimes they did not commit and to prevent innocent people from being convicted. The Project also works to improve the criminal justice system by educating all stakeholders on the reasons for wrongful convictions and promoting policies and legislation that will prevent such tragedies from occurring. In addition to representing individuals directly, the Project provides support, training, and guidance to other lawyers litigating post-conviction claims of innocence. Finally, the Project works to support clients upon release as they re-enter society.

DESCRIPTION

The Pennsylvania Innocence Project seeks a well-qualified candidate to serve as part-time Database Administrator to administer all aspects of the Project's DonorPerfect database.

ROLES AND RESPONSIBILITIES

This position reports to the Executive Director and performs the following duties:

- Manages the processing and accurate coding of all cash, stock, in-kind and soft-credited gift made in support of the Project
- Produces donor acknowledgment letters, solicitation letters, and other related correspondence
- Builds complex queries as needed to prepare reports for appeals, donor recognition, and all other development office functions
- Performs revenue reconciliation with the finance department on a monthly basis
- Performs regular data clean-up, maintenance, and constituent record updates
- Updates and edits donor database files, and performs other information-handling functions
- Trains staff on the effective use of the database on an as-needed basis

EXPERIENCE AND QUALIFICATIONS

The successful candidate will possess an understanding of non-profit development and have experience working in and managing donor databases. Direct experience working with DonorPerfect is a plus. This person will have a commitment to ensuring the integrity and accuracy of constituent information; provide skillful database management and analysis; execute

the essential responsibilities of gift processing, mailing list and detailed report generation; and monthly reconciliation communique. This individual will ensure that the organization's software is up to date and functions appropriately for our needs and must exercise sound judgment in maintaining donor confidentiality. Experience working for social service/justice organizations, in particular within the public interest law field, is a plus.

HOW TO APPLY

E-mail your resume to Marissa Bluestine, Executive Director, at innocenceprojectpa@temple.edu with "Database Administrator" in the subject line.

With your resume, please submit a cover letter describing:

- Your unique qualifications for this position
- Your experience working within donor databases
- Your specific interest in working with the Pennsylvania Innocence Project
- Where or how you learned of this job posting

Applications will be accepted and reviewed immediately. Qualified candidates may be asked to submit additional information, including references from people with whom they have worked in the past.