



CARROLL COUNTY YMCA CAMP HUCKINS

Job Description

Title: Database Specialist
FLSA Status: Exempt
Reports to: Registrar
Works Closely: Director of Philanthropy
Revised: January 2024

Position Overview

Reporting to the Registrar and working closely with the Director of Philanthropy, the Database Specialist will support Carroll County YMCA Camp Huckins mission and development efforts by effectively maintaining and managing the various databases used in the organization, paying special attention to our development database, Bloomerang, and camp program database, CampBrain. This Database Specialist must be able to work in the Camp Huckins office located in Freedom, NH on a full-time basis.

Responsibilities

Database Management

- Manage our development database, Bloomerang, by reviewing and maintaining data on a regular basis to ensure accuracy, creating lists and reports as needed, and updating constituent records.
- Manage, with discretion, camper, staff, alumni, and donor information within the Bloomerang and CampBrain databases.
- Execute routine database clean-up. Run regular reports checking accuracy of addresses, emails, phones and updated constituent records as needed.
- Manage data import from camp registration database into Bloomerang, conducting data checks and cleanup to ensure data was imported correctly.
- Maintain best practices regarding security and protection of constituent and organizational data.
- Research and verify constituent data regularly by creating queries to determine accuracy and working with the internal team to make updates as needed.
- Serve as an in-house database expert. Troubleshoot database problems with support teams and internally as needed.
- Support the Registrar and Director of Philanthropy in the monthly reconciliation of donation and registration reports and assist in audit as needed.
- Work closely with other members of the year-round team to ensure consistent use of database and accurate and timely communication with donors and program participants.
- Participate in Bloomerang and CampBrain trainings on a regular basis.

Development

- Enter donations and gifts received in a timely manner.
- Prepare gift acknowledgements within established timelines.
- Create pledge agreements and reminders.
- Generate lists for alumni/donor mailings and campaigns.
- Update donor profiles, groups, and information to support personalized emails and accurate reporting.
- Coordinate and prepare information for the year end reporting and Annual Report.

Summer Camp

- Manage general Huckins email inquiries, with timely and accurate response. Forward email inquiries/questions to appropriate Huckins staff as necessary.
- Covering office shifts during summer camp and pre and post season programs.
- Support Registrar and office team in management of camper forms, including assisting parents, reviewing forms, and following up with incomplete forms.
- Support Registrar in preparation of pre-camp and post-camp reports, including creating binders for Division Leaders.
- Communicate reminders to camp families regarding payments, forms, etc.

General Administrative

- Communicate verbally or through email with program participants and donors.
- Provide phone coverage for incoming phone calls, creating a warm and welcoming impression with callers.
- Assist in the administrative preparation of the CCYMCA Camp Huckins Programs, with a large focus on the summer camp program.
- Provide reports to Executive Director, Director of Philanthropy, and Registrar as needed for Board and Y-USA.
- Warmly manage visitors and tours
- Update staff, camper, and alumni records in the appropriate database(s)

Qualifications

- At least two years of relevant experience.
- Knowledge of Bloomerang or other similar CRM a plus.
- Data entry, spreadsheet and financial reporting experience is a plus.
- Highly proficient in Microsoft Office Suite.
- Excellent verbal and written communication skills.
- Strong interpersonal skills, exhibiting respect and cooperation in all interactions with donors, participants, co-workers and all others.
- Perform all job responsibilities with discretion holding organizational, constituent and donor data confidential.
- Ability to work collaboratively in cross functional teams and manage multiple projects simultaneously.
- Ability to work in person at the Camp Huckins Office located in Freedom, NH.

Essential Functions of Position

The list below are the physical and mental aspects of the position. An employee must be able to perform, with or without reasonable accommodation, the following to be considered qualified for this position.

- While performing this job, an employee is regularly required to sit for long periods of time working at a computer.
- Ability to address stressful situations appropriately in a fast-paced, interactive environment.
- The ability to hear, understand, and distinguish speech and/or other sounds.

Benefits

Health & vision insurance (Employee and all dependent premiums 100% covered by CCYMCA), dental insurance (Employee 100% covered), generous paid time off, employee participation in 403(b) savings plan (tax-deferred and Roth accounts), 12% retirement contribution with or without employee match after eligibility criteria is met, professional development, camper tuition reimbursement, and cell phone reimbursement.

Salary Range: \$37,500-\$41,000. Compensation commensurate with experience.

Who We Are

CCYMCA Camp Huckins is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability or veteran's status.

CCYMCA Camp Huckins is committed to providing a safe and inclusive environment where campers, participants, families and staff can discover and be their authentic selves. Through leadership, training and program development, we strive to be inclusive in our practices and to promote equity and opportunity for all individuals. All CCYMCA Camp Huckins staff commit to working in support of these goals.