

# **Job Posting**

## **Alzheimer Society of Ontario**

**The Alzheimer Society's** vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

### **OUR VALUES**

**Collaboration Accountability Respect Excellence**

The Alzheimer Society is an equal opportunity employer and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Database Analyst (One-Year Contract)**

**Reports to:** Manager, Development

**Supervises:** n/a

### **Job Summary**

Reporting to the Senior Development Officer, the Database Analyst will support the Alzheimer Society's fundraising strategies and goals by developing, implementing, reporting, and analyzing data sources and systems for revenue planning, prospecting, reporting, and forecasting. The Database Analyst will also support the short- and long-term information management needs of the Fundraising and Marketing teams throughout the entire gift and donor lifecycle and create reports and undertake data analysis for the participating Alzheimer Societies, affiliates and the finance department.

### **Essential Duties and Responsibilities:**

#### **Data Extraction, Reporting and Analysis**

- Work with each society participating in the Engine on data segmentation
- Provide analysis on the database as a whole and identify key trends in the data
- Develop standard, ad-hoc and custom reports and provide data analysis for various internal and external stakeholders.
- Create NXT dashboards for all participating societies
- Meet with each society on an ongoing basis to identify their data needs.
- Implement tracking codes that are meaningful and assist with post campaign analysis and KPIs.
- Assist in the development of campaign KPI's
- Monitor vendor import procedure ensuring adherence to file specification, and end-to-end testing through to loading records.

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- Provide day to day end user Raiser's Edge application support and work with the vendor to escalate issues as required.
- Provide analysis of each report provided.
- Financial reconciliation between donor database & accounting database. This is crucial for audit, reporting, etc.
- Responsible for coding gifts to the right GL for finance
- Liaison between AST, ASO fund development and finance with respect to how gifts are coded
- Communicating with finance when gifts need to be adjusted or moved to different gl
- Responsible for making sure data entry is happening in a timely manner to close month end
- Assisting with pulling information for audit
- Lead the development of creating campaign post-mortems and data analysis for ASO and the participants in the Engine.

### **Data Training**

- Lead the development in the new Engine Training Program for all participating societies.
- Create and update a Raiser's Edge Handbook
- Train current and new participants in the joint CRM
- Become the Raiser's Edge subject matter expert on the database and work with external vendors to establish standard reporting.

### **Job Qualifications**

#### **Education:**

- Bachelors' Degree/Diploma or equivalent work experience.

#### **Experience:**

- A minimum of 3 years of information management experience supporting large database environments from a database analyst perspective.

#### **Other Knowledge, Skills, Abilities or Certifications:**

- Proficient in Raiser's Edge donor management system - minimum 3 years' experience.
- Experience in Luminate Online.
- High level of proficiency in MS Excel, MS Access and other data modeling and forecasting tools.
- Proficient in report writing using Crystal Reports.
- Experience with MS SQL environment and programming is considered an asset.
- Experience with Import-O-Matic is an asset
- Experience with a statistical software application such as SAS would be considered an asset.
- Knowledge of REST APIs will be considered an asset.
- Knowledge of integration between Raiser's Edge and Luminate Online will be considered an asset.
- Attention to detail and accuracy
- Sharp technical knowledge of query tools, analysis and report delivery systems
- Demonstrated ability to analyze, synthesize information and produce appropriate reports
- Project management skills and outstanding documentation skills
- Results-driven and metrics focused with a passion for continuous improvement

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- Demonstrate organization skills with the ability to prioritize and multitask, and thrive in a climate of change
- A team player with exemplary communication and problem-solving skills
- An exceptional customer service attitude
- Minimum 2-3 years fundraising experience

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

Please include the 'Job Title' in the subject line.

**Closing Date: August 12, 2021**

### **Commitment to Equitable Recruitment**

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

We thank all who apply, but only those selected for an interview will be contacted.