**Database Specialist**

To be considered for this position, please apply to the following web link <http://jobs.liftalliance.org/>

Do you have a passion for making a difference in the lives sexual assault, domestic violence, and child abuse survivors? Are you a whiz in databases, and have experience in a busy office environment? If you answered "YES" to these questions, then this full time, non-exempt position which pays $28,000 - $32,000 annually DOE may be the perfect fit for you!

The LIFT Alliance, and its founding partners Austin Children’s Services (ACS) and SafePlace, is seeking a Development Support and Database Specialist. This position is primarily responsible for providing administrative and database support for the Office of Development.  The position will also create and maintain donor data in Raisers Edge (development database), process gifts, generate and send donor acknowledgement letters, and provide direct mail support and prepare reports regarding donors and/or donation information. The specialist will also ensure donor database is current, complete, and accurate.

The successful candidate should have a high school diploma or GED, though some college work and three (3) years’ office experience is preferred.  Excellent computer skills and attention to detail are critical to success in this position including the ability to perform mail merges using Microsoft Word and demonstrated proficiency with Microsoft Excel.  Experience working with databases (Raiser’s Edge or others) is preferable.  Must have excellent administrative and organizational skills, including follow-up skills, and must be detail-oriented.

Requirements:

* Must have minimum of high school diploma
* CDA or Bachelors degree in Early Childhood Education/Child Development or related field preferred.
* Minimum of one year experience working with children 0-5 years
* Must have or willing to obtain First Aid and CPR training.
* Willingness to continue professional growth by attending trainings/conferences/workshops as regulated by DPRS.

In addition to a competitive salary, LIFT Alliance also offers the following array of attractive benefits to full-time employees:

* ​​Fully-paid Medical, Dental, Vision, Life, and Short-Term Disability Insurance
* ​15 accrued PTO days in the first year
* ​Six agency holidays, and four additional personal holidays to be determined by the employee
* ​403(b) with 2% agency contribution and 1% matching (after one year)
* ​Flexible work schedule
* On-site daycare

Amazing work environment where you get to make a difference every day!