Position Title: Database Analyst
Status: Part-Time
Location: New York City

Organization: American India Foundation:
Mission: Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, the American India Foundation is committed to improving the lives of India’s underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health and livelihoods, because poverty is multidimensional. AIF’s unique value proposition is its broad engagement between communities, civil society, and the expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India.

Job Summary:
The American India Foundation seeks an organized, detail- and deadline-oriented individual to manage Raisers Edge, the donor management system used by the organization. This position is responsible for data structure, supervision, data retrieval, report customization and analysis, policies & procedures, security, and data entry quality control.

Reporting and relationships:
The role will report to the Chief Development Officer of the organization.

Job Functions:
Responsibility of Development Functions in Database (75%)

-Maintain the overall quality and integrity of the Raisers Edge database, including working with Raisers Edge support staff to troubleshoot problems with the database and staying current with updates to the system

-Maintain highly accurate and current donor data that effectively tracks key information, cultivation activities and histories, and solicitation and reporting calendars

-Generate timely acknowledgment letters to donors (within 48 hours of receipt of gift)
- Work with the Chief Development Officer to establish and maintain best practices and procedures

**Reporting (25%)**

- Prepare monthly and quarterly revenue reports, weekly report recaps, and reports for the Development Committee and Board of Directors
- Support the Finance Department with the annual audit
- Create and generate various financial and dashboard reports for the Development Department, as well as other staff
- Generate various mailing lists for the Development Department and other staff

**Key Skills, Competencies and Desired Qualifications**

- Bachelor’s Degree
- Specific experience the with Raiser’s Edge database, as well as other CRM experience
- Team-oriented
- Organized and detail-and-deadline oriented
- Experienced in establishing and institutionalizing donor database best practices
- Knowledge of and ability to create fundraising reports
- Proficient in Microsoft Office and Google Application Suites with a high level of general computer competency.
- Familiarity/experience with Raiser’s Edge or other CRM (training available).

**Salary**: American India Foundation offers a competitive salary based on experience and skills.

*The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.*
HOW TO APPLY
Applicants MUST be eligible to legally work in the United States of America. Please send your resume and cover letter to: ny@aif.org
Due to the potential volume of responses, only candidates selected for an interview will be contacted