Job Title: Database Specialist
Reports to: U.S. Director of Development & Communications
Number of Direct Subordinates: None
Location: Remote/In-Person, Silver Spring, MD
Hourly wage: This is a contract position

Purpose

Humanity & Inclusion is seeking a contract Database Specialist to ensure accurate gift entry for recently-received donations in our database, and to clean up existing donor profiles.

For contractual purposes, the Database Specialist reports to the U.S. Director of Development and Communications; but, day-to-day, the Database Specialist will deliver their work to the Lead Development Officer, who is the organization's key database administrator. The specialist will have relevant contact with other members of the Development and Communications team, and the wider HI US team as needed.

About Humanity & Inclusion

Humanity & Inclusion is an international humanitarian organization that works to improve the living conditions of people with disabilities, and people living in vulnerable situations in post-conflict or low-income countries. Founded in France in 1982, the Humanity & Inclusion Federation now has more than 3,350 personnel working in about 60 low-income countries. Eight national associations, based in France, Switzerland, Belgium, Germany, Luxembourg, Great Britain, Canada and the United States, provide overall support for the field programs, which are implemented through the Humanity & Inclusion Federation headquarters in Lyon, France.

Humanity & Inclusion programs reduce and address the consequences of accidents and diseases that cause long-term disabilities; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy and for the elimination of landmines and cluster munitions, weapons of war that continue to injure people long after conflicts have ended.

The U.S. office of Humanity & Inclusion is an independent member of the Federation and is located in Silver Spring, Maryland. Our mission is to support the work of the Humanity & Inclusion Federation by mobilizing both private and public financial support, representing Humanity & Inclusion with national and international bi-lateral and multi-lateral institutions based in the U.S., facilitating the recruitment of personnel and raising the organization's profile. Humanity & Inclusion (US) also engages in education programs with the general public and advocates for U.S. accession to the landmine and cluster munitions treaties, as well as the UN Convention on the Rights of Persons with Disabilities.
Responsibilities

The Database Specialist will conduct the following activities:

- **Donor Services & Fundraising**
  - Maintain data entry requirements by following business rules and procedures
  - Enters new and updated donor information in the organization's donor database Efficy, taking account of information from the organization's legacy database Raiser’s Edge as well as newly-arriving donations
  - Identify and update donor profiles based on information received with each gift
  - Clean data in the Efficy database when issues in the database arise
  - Set up and process acknowledgment letters for donations
  - Complete routine data hygiene scans to verify entered donor information

Qualifications

- Experience working in constituent relationship management software desired
  - Previous data entry or relevant office experience
- Keen attention to detail, problem solving, and thoroughness
- Capacity to complete work independently, and collaboratively in team settings
- Comfortable working knowledge in MS Word, Excel, and Outlook
- Interest in global development
- Familiarity with third-party donor platforms such as Global Impact, Network for Good, Benevity/YourCause would be helpful
- Excellent interpersonal skills, highly organized, good attention to detail, independent worker, self-motivated and able to handle multiple tasks simultaneously
- Excellent written English
- Strong copyediting and/or proofreading skills
- Internet research skills

*At least 10 and up to 15 hours per week, starting February 2022. Gift processing requires some time physically in the office. Once training is finished, hybrid work (part in-office, part remote) may be possible.

**Must have permission and documentation to work in the United States.**

*Humanity & Inclusion is an equal opportunity employer. People with disabilities are encouraged to apply.*