



**MOUNTS  
BOTANICAL  
GARDEN**  
OF PALM BEACH COUNTY

**Position:** Database Administrator  
**Reports to:** Curator-Director  
**Status:** Full-time | Non-Exempt

### **Position Overview**

The Database Administrator is a critical, hands-on role and is responsible for optimizing the organization-wide usage of all point-of-sale (POS) and customer relationship management (CRM) systems including reporting and analysis of data, managing data import and data entry, data extraction, data quality initiatives, and other related activities. This position is responsible for overseeing a satisfactory and friendly in-person user experience of all POS and CRM systems as well as collaborating with the Marketing team to provide a seamless online website experience.

Qualified applicants must be detail-oriented, results-driven individuals who can take ownership of a project and can work well without direct oversight. They must have good interpersonal skills, as well as the ability to perform duties with a high degree of accuracy. Candidates for this position should have strong computer skills, data analytics, and the ability to maintain a friendly and professional disposition when working with internal clients. Schedule might vary depending on the needs of the Garden. This might include being able to respond to emergencies outside of normal business hours.

This position reports to the Curator-Director and supports Development, Finance, Retail, and Program Departments in fundraising administration, and financial control. The position will manage a crucial technical role in the Development Department's daily operations, which include data from annual appeals, membership/donor relations, special events, and programs. The person in this role is well-versed in Blackbaud Altru or similar fundraising database and is able to produce easy-to-read queries/reports and maintain database integrity/confidentiality.

### **Key Expectations of all MBG employees**

- **Demonstrates support of MBG's mission and policies**
- **Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability**
- **Takes initiative and ownership in displaying positive work ethic**
- **Available to perform a variety of different and additional event tasks with different requirements as necessary.**

### **Summary**

- Reports to the Curator-Director. Manages all aspects of fundraising database including data accuracy, updates, and corrections. Produces all queries, reports, and lists needed by development team, community engagement manager, and special projects manager in an easy-to-read manner. Provides status reports as needed. Maintains data integrity, clean up inconsistent data, and tunes up database performance across a wide range of data structures. Maintains documentation of database structures, queries and reports.

Researches ways to improve efficiencies for current data management processes. Receives and enters all gifts into the appropriate accounts/funds; manages check, credit card, stock, and online donation processes. Manages hard copy and electronic donation files.

- Provides daily support and solutions that guarantee the operational efficiency of all POS and CRM systems. Develops and documents POS and CRM processes and procedures to educate end users.
- Provides leadership and coordination in expansion of POS and CRM utilization: organizing meetings and setting up training sessions, soliciting and providing feedback.
- Other duties as assigned.

### **How to Apply**

Email cover letter and resume or any inquiries to Debbie Treccioli, [DTreccioli@pbcgov.org](mailto:DTreccioli@pbcgov.org). **Please include "Grants and Database Manager" in subject line.**

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*Mounts Botanical Garden of Palm Beach County is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. We provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, race, color, creed, national or ethnic origin, citizenship status, religion, disability, marital status, age, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state or federal laws.*