

WAYSIDE CROSS MINISTRIES

NETWORK / DATABASE ADMINISTRATOR RESPONSIBILITY DESCRIPTION

Position Overview

The Network / Database Administrator works in the Development Department of Wayside Cross Ministries (WCM), a 501 (c) (3) Christian organization, located at the main campus in downtown Aurora. WCM is organized into six separate ministries whose programs focus on different segments of the needy and hurting population in the service area.

The Network / Database Administrator is solely responsible for all administration to the network and database and reports directly to the Development Coordinator.

Currently, the total WCM staff consists of 40 employees who primarily work at the main campus. WCM has two ministries located off site – one also in Aurora and one in Elgin. Minimal support is required at the two off-site locations. All data, mailings, communication is processed at and sent from the main campus.

WCM's total database consists of approximately 30,000 constituents; with approximately 13,000 "active"; and individual ministries average approximately 2,000 each.

Working through the Development Coordinator, the six ministries Directors submit their requests (reports, event mailings; newsletter mailings), and together, the Network / Database Administrator and Development Coordinator set priorities and schedule projects.

Primary Goal of Position

The primary goal of the Network / Database Administrator has the final responsibility and authority for WCM's network and database and ensures that the database is properly set up, used, and maintained--guaranteeing the accuracy and utility of WCM's mission-critical data.

The Administrator is "***The Raiser's Edge*** expert" for WCM and the "go-to person" for staff users with questions.

General Role and Responsibility

- Managing databases
- Minimal support to remote locations
- 2 dell servers
- Maintenance and upgrades
- Fix general PC issues
- Troubleshooting
- Monitor reports of capital campaign
- Microsoft environment

Skills Required

- VPN (Virtual private network)
- SQL (Structured query language)
- DBA (Database administrator)
- Firewall
- Email
- Outlook

Additional Helpful Skills

- Experience in ***The Raiser's Edge*** program
 - Experience working in non-Profit environment
-

For further details or to submit your resume, contact Susan Krause at 630-723-3427 / skrause@waysidecross.org.