

Kids Alive International

2507 Cumberland Drive
Valparaiso, IN 46383



Data Analyst/Database Manager

Position Summary

Kids Alive International (www.kidsalive.org) is a Christ-centered organization that believes every child deserves to live free from the bondage of hunger, abuse, and exploitation. Our commitment to this Biblical truth compels us to rescue orphans and vulnerable children, and meet their spiritual, physical, educational, and emotional needs, with compassion and excellence.

We are seeking an experienced Data Analyst/Database Manager to oversee the management of Kids Alive's donor and beneficiary database as well as to make a positive contribution towards our organization's Christian ethos. This job is a full-time salaried position based in our International office in Valparaiso, Indiana. This individual will report directly to the Senior Director of Marketing Innovation.

Job Duties

- Maintain database integrity by setting and enforcing standards and controls.
- Prepare for database expansion by studying plans and requirements, advising senior technical management, coordinating design and programming.
- Learn and take ownership for donation database and application.
- Learn software vendor recommendations for best practices (BP); train staff to use vendor software according to Kids Alive's BP.
- Keep senior technical management informed by preparing reports on system performance and problems.
- Maintain database performance by troubleshooting problems.
- Secure database by developing policies, procedures, and controls.
- Identify import and user entry errors and inconsistencies.
- Create reports for users to identify donor data problems; create reports using SSRS.
- Customize software interface and set user permission (using the UI and/or SQL).
- Export formatted data generated from complex queries.
- Accomplish platform upgrades and improvements by supervising system programming.
- Perform website responsibilities pertaining to the database, mostly SQL and web UI work. XML programming a plus, but not a requirement.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations.

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- Expect to travel to Dallas for an annual 3-day training.

Job Requirements

- Working knowledge of Microsoft SQL Server, querying tables and INSERT/UPDATE statements against production data.
- Superb attention to detail. If spot-checking your work and modifying queries 20 times until you catch all the exceptions sounds tedious, this is not the job for you. You are your own QA.
- Ability to communicate with coworkers in plain English. You will need to explain database concepts in simple terms that non-technical people can understand.
- Patience and humility with coworkers who don't share your advanced database understanding.
- Bachelor's degree or higher.
- At least five years' experience working with a database such as Microsoft SQL.
- Several years in a technical management position.
- Proven ability to think creatively and analytically.
- Information system strategy planning skills.
- Participation in daily staff prayer times and devotions.

Character Requirements

- Committed Christian with a personal faith in Jesus Christ and a heart for serving orphans and vulnerable children.
- Full alignment with the driving mission/vision/core values of Kids Alive International, the Bible, Christian theology, statement of faith, and practice as stated on our website at www.kidsalive.org/meet-kids-alive/about/what-we-believe/ and www.kidsalive.org/meet-kids-alive/about/.
- Commitment to champion and contribute to our organizational culture.

To Apply:

- To apply for this position, please send your resume and cover letter to: dan.woolley@kidsalive.org