The Association for Healthcare Philanthropy is seeking an iMIS Database Administrator. This is a full-time position located in Arlington, VA.

Please send resume and cover letter to: Deb Borg, Human Resources, deb@suppleegroup.com

Summary of Position:
The iMIS Database Administrator is responsible for serving as the Association's iMIS expert, and regularly liaises with third party vendors and the IT department to ensure needed functionality, reporting and processes are in place to support AHP operations. The iMIS Database Administrator will interact with staff at all levels and must have the interpersonal skills required to effectively understand business needs and translate those to technical delivery in a timely manner to staff. This position does not have any supervisory responsibility. Some travel may be required (approximately 10%).

Principal Duties:

- Ensures the database supports our membership structure including collection of data; join and renew/invoicing processes, member onboarding/off boarding processes, welcome letters, lapsed member surveys and other personalized communications
- Manages the membership database to ensure the accuracy of member and prospect records and reports while maintaining overall data integrity, including compliance with applicable data privacy requirements
- Identifies areas of needed improvement and works with appropriate membership staff and IT to implement changes
- Liaises with the marketing team to ensure all membership pages are functioning and compatible with membership database
- Works with membership staff to develop ways to increase collection of member demographic information and with the marketing team to leverage data for segmenting and analysis
- Develops and manages all database SOPs (i.e., data entry, IQAs, automation module, etc.)
- Conducts training to ensure staff know how to use the database for reports, rosters, marketing and other basic operations
- Serves as troubleshooter for staff as needed

Position Specifications:

Training/Certifications:
- Bachelor's degree required
- iMIS certification preferred

Essential Skills/Knowledge:
- 3-5 years of experience managing and improving iMIS database

Essential Competencies & Behaviors:
- Detail-oriented, with strong organizational, analytical, and planning skills
- Aptitude for the management and effective use of information systems
- Excellent time management skills
- Outstanding communications/interpersonal skills
- Commitment to continuous quality improvement to ensure the integrity of the system and that staff can use the system effectively
- Responsiveness to staff members, external vendors and Association member requests in a timely and helpful manner
- Ability to manage various projects and meet deadlines