DMARC
UNITED TO MEET THE NEED

Position Description

Title: Database Coordinator
Reports to: CEO
Classification Full Time & Non-Exempt
Date: 11/14/2024
Pay: $24-26/hour; paid every other week

Purpose

The purpose of this position is to manage and maintain the database systems used for food pantry network visitor intake and inventory management. This includes managing, analyzing and sharing reports from both systems with network partners, other DMARC staff members and the community at large.

Essential Functions

- **Management of the Food Pantry Network *(FPN)* intake system/database**
  - Updated training and user instructions for FPN representatives (trainers)
  - Upkeep and oversight of intake system logins, maximum(s), and allocations
  - Primary contact between database provider(s) and DMARC for any updates, issues, maintenance, etc.
- **Management of warehouse inventory reporting system**
  - Run monthly inventory report and process report for the accountant.
  - Run monthly distribution report, extract needed information to be combined with Development departments Gift-in-Kind (GIK) report for the accountant.
  - Process monthly information reported by FPN.
  - Provide inventory reports and data for FPN, CEO, DMARC Board, Development staff to support grants, fund raising efforts, and budgeting purposes.
- Collection and reporting of network data, integrating data across multiple platforms, and ensuring FPN data compliance
- Maintenance and updates of needed FPN/inventory daily, weekly, monthly, and yearly reports
- Maintenance of DMARC data dashboard, and ongoing work with dashboard developer on any needed updates
- Preparation and presentation of information utilizing FPN/inventory data, and other relevant sources, to groups, organizations, individuals, etc., to increase awareness and promote DMARC interests and mission
- Closely work with development department to provide operational/program information for reporting purposes, and maintaining records of previous grant/data requests
- Work within intake system reporting capabilities to create and maintain ongoing needed data and reports
- Completion data related tasks as needed by DMARC staff, as well as community members, seeking reasonable FPN data and information
- Other duties as assigned

General Requirements

- Bachelor's Degree and/or 3-5 years of related experience, or equivalent combination of training, education, and/or experience
- Previous experience working with data visualization, multiple databases, reporting/presentation tools, and/or spreadsheets preferred
- Previous experience with project management preferred
- Public speaking and public presentation skill preferred
- Demonstrated ability to work well with other team members and a variety of volunteers
- Previous experience working full-time in an office setting preferred

Skills and Qualifications

- Demonstrate interest, skill, and success in team environment; promote group goals ahead of personal agendas; share credit for success with others; take responsibility for their part in team failures
- Demonstrate strong problem solving, communication, and organization skills/time management skills
- Ability to read and interpret complex materials and documents, analyze information, and produce reports/visualizations
- Ability to produce and update training/reporting procedures for a large network of individuals
- Ability to organize and lead meetings inside, or outside, organization
- Proficiency with computers, software programs, and presentation tools
- Display excellent verbal and written communication skills
- Demonstrate full support of organizational mission, vision, and values
- Ability to adapt to sudden priority changes and/or altered deadlines
- Ability to concentrate for extended periods of time

Accountability and Evaluation

This position is supervised by the Director of Development and Outreach. A job review is conducted annually.

Hours/week: 40 hours per week. Evening and weekend hours, as required. Seasonally, additional hours may be required and/or available.

Candidate must take and pass routine background check before they will be considered a qualified hire.

To apply:
Please send cover letter and resume to: Matt Unger, CEO, munger@dmarcunited.org

Note: Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as exhaustive list of responsibilities, duties, and skills required. DMARC is an equal opportunity employer and celebrates diversity and is committed to creating an inclusive environment for all employees.

Last updated: 11/7/2024