<p align="center">**Position Announcement**</p>

<p align="center">**Database Administrator**
Full Time Temporary to Permanent Position</p>

<p align="center">**Fidelity Foundations**
Salem, New Hampshire</p>

ABOUT US

For over 50 years, the Fidelity Foundation has focused its grant program on strengthening nonprofit organizations. Established in 1965, the Foundation was the vision of Edward C. Johnson 3d, the current chairman of Fidelity Investments, and his father, Edward C. Johnson 2d, who founded Fidelity. Since inception, the Fidelity Foundation has distributed more than $300 million dollars to qualified nonprofit organizations across the United States and Canada. http://www.fidelityfoundation.org

I. Description:

The Database Administrator will be a technically skilled, key contributor on the Grants Management team and will be responsible for maintaining the overall integrity and functioning of the organization's grants management systems. The Database Administrator will work closely with the Grant Administration team as well as represent the operations as a technical liaison to IT staff and system vendors in the maintenance and enhancement of the Foundation's technology.

II. Primary Responsibilities:

Database Management
- Ensure accuracy and integrity of grants database
- Maintain database codes, security and permissions
- Communicate with key management personnel to resolve problems with the database, the data and/or the processes
- Maintain and update on-line grant applications and the Foundation's website
- Oversees all data system maintenance, upgrades, and conversions through the planning, training and implementation phases including testing and installation

Database Reporting
- Coordinate the timely and accurate reporting of information
- Prepare periodic grant summary reports and projections for future grants planning

Training and Technical Assistance
- Train program and grant administration staff
- Lead team members in ongoing initiatives/projects to customize and enhance the database
- Consult with the vendor, engineers, staff, and applicant to troubleshoot and resolve technical issues

III. Qualifications:

Education & Experience
- BA/BS degree preferred in a technical or business related discipline (e.g. computer science, math, business administration, finance, etc.)
- Minimum 2 years database management experience
- Minimum 2 years managing or performing related technical, operational and project management responsibilities

Technical Abilities
- Knowledge of grants management software
- Strong information technology skills with a specific focus on database management, advanced Excel, Outlook, Word and reporting writing skills using Access or Crystal Report applications
- Significant experience with MicroEdge GIFTS/IGAM is highly desirable
- Experience and/or familiarity with HTML, Crystal Reports and SQL desirable

Skills & Knowledge
- Strong analytical capabilities
- Ability to communicate technical details to staff and other stakeholders
- Demonstrated ability to effectively train others
- Strong active listening skills, oral and written communication skills
- Demonstrated ability to work collaboratively, and influence outcomes across functions
- Ability to manage multiple priorities and meet deadlines
- Strong organizational capabilities; detail orientation
- Ability to adapt to a new software environment and changes in technology
- Understanding of philanthropic grantmaking is desirable

Application Instructions:
Send resume and cover letter to: nnadeau@thecrosbyco.com