

**Job Title:** Database Administrator

**Reports to:** Chief of Staff

**Date:** 7/28/17

**Contact:** Matthew Martin, [661-327-4141](tel:661-327-4141),

Please send resume to [mgregorymartin@gmail.com](mailto:mgregorymartin@gmail.com)

**Position Overview:** Western Pacific Research, Inc. is seeking a Database Administrator whose overall responsibility is for organizing and integrating all information related to the company. This position will play a crucial role in effectively managing and implementing a comprehensive Database that will serve the needs of many clients, including, but not limited to, Communications and Finance. The Database Administrator will lead efforts to capture, organize, use and analyze constituent data to achieve department and organizational objectives within the guidelines of the policies and procedures.

**Job Requirements:** Experience with computers and database management or equivalent combination of education and experience are important. Willingness to learn new types of software and customer relationship management technology.

**Preferred Qualifications:** Experience with Virtuous Giving CRM Software