

Database Administrator & Advancement Systems Analyst

LSU Health Sciences Foundation – Shreveport, LA

Position Summary:

The Database Administrator is responsible for managing and optimizing the Foundation's donor database (Raiser's Edge NXT), ensuring data accuracy, system performance, and strategic alignment with fundraising and donor engagement goals. This role reports to the Vice President for Development, and serves as the central point of contact for all data-related operations, working cross-functionally with Development, Finance, Donor Relations, Accounting, and Communications to ensure our systems support a high-performing advancement operation.

Key Responsibilities:

- Administer and maintain Raiser's Edge NXT and associated systems, including user permissions, record structures, global configurations, and integrations with platforms such as ResearchPoint and Online Express.
- Design, execute, and maintain advanced queries, reports, and exports to support fundraising strategy, donor segmentation, prospecting, stewardship, and institutional reporting.
- Serve as a subject matter expert and technical resource for query tools and system functionality, offering strategic guidance to enhance user proficiency and data-driven decision-making.
- Collaborate with internal stakeholders across departments to ensure proper use of donor and fund records, and provide support for data input, lookup, and usage standards.
- Support Donor Relations by ensuring that stewardship processes are data-informed and accurately tracked within the CRM.
- Develop and deliver customized training, documentation, and onboarding resources to ensure confident and consistent system use across teams.
- Partner with Finance and Accounting to reconcile gift data, validate fund records, and support deposit reporting workflows.
- Serve as internal lead for Blackbaud tools, managing troubleshooting, coordinating vendor support, and maintaining up-to-date system performance.
- Oversee contracts, licensing, and renewals for Blackbaud products, ensuring system continuity and vendor alignment.
- Support PR and communications through list curation and data support for initiatives like Inside LSU mailings and alumni outreach.

- Oversee coordination of the Tiger Athletic Foundation (TAF) Points reciprocity program, ensuring data alignment between systems and managing eligibility tracking

Required Qualifications:

- Bachelor's degree in business, information systems, nonprofit administration, or a related field
- Minimum 2 years of experience in nonprofit database management, advancement services, or fundraising operations
- Proficiency with Raiser's Edge (NXT or classic), including query building, import/export, and constituent record management OR Equivalent experience in SQL
- Strong analytical skills, attention to detail, and the ability to work independently and collaboratively
- Demonstrated ability to develop user documentation and provide technical training to non-technical audiences

Preferred Qualifications:

- Experience with ResearchPoint, Online Express, or similar prospect management and giving tools
- Familiarity with financial reconciliation processes and nonprofit fund accounting
- Experience working with cross-functional teams in a higher education or healthcare fundraising environment

Interested candidates may send resumes and statements of interest to:

Jesse Gilmore
Vice President for Development
LSU Health Sciences Foundation
Shreveport, LA
jgilmore@lsuhsfoundation.org