



# **Application Information Package**

## **Database Administrator**

For more information, please contact:

Erica Larke-Ewing on 03 6169 1900 or email [elarke@cancertas.org.au](mailto:elarke@cancertas.org.au)

Thank you for your interest in the role of Database Administrator role (full-time) at Cancer Council Tasmania (CCT). This Information Package provides details about the role and how to apply. CCT uses a merit-based selection process which means it selects preferred candidates for positions based on their demonstration of the skills, abilities and attributes to meet the requirements of the position. This is demonstrated through application, interview and referee checks. Candidates are short-listed from the original pool of applicants.

The Selection Panel will interview the short-listed candidates and determine the preferred candidate after referee checks.

#### **Why work for Cancer Council Tasmania**

CCT offers staff an inclusive, professional, positive work culture. As a leading not-for-profit organisation, some of the benefits of working for CCT include:

- Generous salary packaging including meal entertainment card availability.
- Holiday leave loading @ 17.5%.
- 20% discount on all Cancer Council retail products.
- Close-by street parking available.
- Employee Assistance Program (EAP) to provide employees with immediate confidential support to resolve workplace & personal issues.
- An inclusive, professional, positive work culture.

#### **How to Apply for the Position**

- Applicants will need to **review the position description** for the role included within this Application Package.
- To be considered for the role, applicants will need to **send a copy of their resume and a brief statement addressing the selection criteria** to the nominated email address below. The selection criteria are detailed on the last page of the included position description.
- **Two or more professional referees are to be nominated in the application.** Please include their telephone number and/or email address and the relationship of each referee to yourself (e.g. supervisor). Please disclose any conflicts of interest you may have with a referee.
- Applications should include **the title of the role** in the subject field. Your statement addressing the selection criteria and current resume including nominated referees should be forwarded electronically to: [ralbertini@cancertas.org.au](mailto:ralbertini@cancertas.org.au)
- For further information regarding the role or CCT, please do not hesitate to contact Erica Larke-Ewing, Director Marketing & Fundraising on (03) 6169 1900 or [elarke@cancertas.org.au](mailto:elarke@cancertas.org.au)
- **Applications close 8.30am Monday 9<sup>th</sup> August 2021.**

#### **Further Information**

**Police Checks:** Prior to any appointment, **applicants are required to have a Schedule 1 National Police Certificate** (no older than 3 months), and if required a current Working with Vulnerable People Registration (employment category). Requirements will be stipulated prior to appointment.

**Health Checks:** CCT does not insist on employees undergoing a pre-employment medical examination; however it is a condition of employment that in accepting this position you are able to perform the inherent requirements of the position.

# Cancer Council Tasmania

## Position Description

---

<b>Position Title:</b>	Database Administrator
<b>Department:</b>	Marketing & Fundraising
<b>Location:</b>	Hobart or Launceston
<b>Status - Hours of Work:</b>	Full time
<b>Classification Level:</b>	SCHADS Award Level 4
<b>Reports to:</b>	Director Marketing & Fundraising
<b>No. of Direct Reports:</b>	Nil
<b>Last Review Date:</b>	July 2021

---

### *Key Purpose of the Role*

The Database Administrator is responsible for managing ThankQ, Cancer Council Tasmania's fundraising database. The role will support Marketing and Fundraising with supplying necessary reporting and processing of donations and receipting. It will assist the growth of donor support throughout Tasmania by providing essential donor segmentation information. As well as database management, analysis and reporting, this role also provides a range of administration services to the Director of Marketing & Fundraising.

### *Our Organisation*

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information to anyone affected by the disease.

CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are: *generosity, integrity, collaboration, courage and innovation*.

CCT is dependent on community and business support to help fund vital programs in cancer research, support, prevention and advocacy. Our Marketing & Fundraising Events work toward making this achievable.

CCT's portfolio of events includes a range of iconic and enjoyable fundraisers that companies and other organisations can get involved in, such as Relay for Life, Daffodil Day, Think Pink Ball, Girls Night in to name a few.

### *Our Work Environment*

CCT is a smoke-free work environment.

CCT is committed to providing a healthy, supported and safe work environment, free from harassment and discrimination.

---

## *Role Responsibilities*

The primary responsibilities are:

1. Administer the organisation's donor database including data entry, analysis and reporting for Marketing and Fundraising staff and senior management.
2. Extract and segment donor data for events and direct mail campaigns.
3. Manage and reconcile all invoices and payments for Marketing and Fundraising including online payment systems and credit card transactions.
4. In conjunction with Finance Office staff, jointly reconcile, authenticate and process donations on a timely and regular basis.
5. Prepare and correlate donor correspondence and stewardship management.
6. Assist the Director of Marketing & Fundraising in the preparation of monthly reports and preparing the annual operating budget.
7. Assist the Events Coordinators to prepare reports for national and local events and activities.
8. Coordinate Daffodil Day stock including distribution across CCT offices and stocktake (under advice from the Daffodil Day team lead).
9. Manage event registrations for local and national events including preparing and sending welcome correspondence / packs.
10. Coordination of back-end of various websites for registrations, financials and data.
11. Prepare and send Electronic Direct Mail (EDM) to database contacts for Marketing and Fundraising staff.
12. Coordinate Marketing and Fundraising volunteers as/if required.
13. Ability to work out of hours on occasion to assist with fundraising events on the ground.
14. Undertake other duties as determined by the Director.

---

## *Position Requirements*

Essential:

- High level IT skills.
- Financial literacy.
- Specialised skills in database management attained through previous appointments, service and/or study.
- Ability to undertake occasional weekend and evening work.
- A commitment to CCT's objectives, including the vision for a tobacco free Tasmania.

Desirable:

- Fundraising database expertise (experience with ThankQ database an advantage).

- Current Drivers License.
- Current Working with Vulnerable People Check.
- Experience with volunteer coordination.

#### Pre - Employment:

- Cancer Council Tasmania will conduct a Police Check prior to the successful applicant's appointment to this role.
- 

### *Selection Criteria*

To apply for this role you will need to demonstrate your ability to meet the selection criteria. The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the role.

1. Database management experience (ThankQ preferred) and significant IT literacy skills.
2. Experience with software/platforms such as Campaign Monitor, Funraisin, Blackbaud Luminate and Reckon or the ability to quickly learn such applications.
3. Demonstrated financial literacy skills including understanding of budget development, tracking and reporting processes.
4. Ability to conduct bank reconciliations and processing donations/ payments.
5. Proven research and analytical skills.
6. Exceptional organisational skills, including the ability to organise, set priorities and operate effectively within set time frames.
7. Good written and oral communication skills including the ability to communicate with a diverse audience internal and external to the organisation and to maintain confidentiality.
8. Accept and endorse the values of CCT. Ability to demonstrate the values of CCT through their own behaviour, demonstrating a commitment of our values and make a positive contribution to positive team and workplace practices.