

DEVELOPMENT APPLICATIONS ADMINISTRATOR DEVELOPMENT APPLICATIONS
ADMINISTRATOR DEVELOPMENT APPLICATIONS ADMINISTRATOR - UT Southwestern
Medical Center Dallas, TX Vision-driven change agent with proven record of donor development
solutions, institutional advancement operations, client development, and management leadership for
high-performing philanthropic organizations Proven talent for aligning organizational strategy and
objectives with established financial development and operations management paradigms to
achieve maximum impacts with industry best practices. Growth-focused thought leader with
expertise spanning donor growth strategies, financial analysis, infrastructure development,
technology solutions, and project management. Exceptionally dedicated professional with keen
interpersonal, communication, leadership and organizational skills, as well as staff recruitment and
mentorship, policy development, and data analysis expertise. Work Experience DEVELOPMENT
APPLICATIONS ADMINISTRATOR UT Southwestern Medical Center - Dallas, TX 2018 to Present
Exhibit leadership by providing training and business data expertise of Blackbaud related products
to divisions and project teams to ensure effective use of data, and processes across the
organization. Create and develop data list, analytical, statistical and financial reports. Assist in
the development and implementation of capabilities to improve, monitor, and audit data quality
within operation, reporting and analytics environment. Maintain the structure of the database,
including attributes, business rules, code tables, and other related functions, and ensures successful
and seamless integration, communication, and feeds between database and other support
applications. Design, develop, document and deploy consistent department-wide data definitions,
procedures and guidelines for users and product data elements DATABASE ADMINISTRATOR
CONSULTANT Dallas International School - Dallas, TX March 2017 to June 2017 Severed as an
expert in Raiser's Edge Managed the data conversion project from Donor Connect to Raiser's
Edge, creating codes and mapping data Reconciled gifts in Donor Connect using appropriate
account information and specifications Identified gifts and coordinated accounts with relevant
liaison departments Implemented best practices for documentation and communication of donor
account data Completed projects according to institutional objectives as a temporary contract

specialist DEVELOPMENT ANALYST Commemorative Air Force - Dallas, TX 2016 to 2016

Orchestrated the management of the Raiser's Edge database for fundraising and membership

Formalized the process for identification, qualification, and the research of major donors Crafted

policy around best practices for data entry and data clean-up Recruited, trained, and mentored

membership and development staff with a focus on a fluency with Raiser's Edge Developed

procedures, in collaboration with colleagues in development, for fundraising collateral, planning

events, and responding to donor and prospect inquiries Prioritized project goals and organizational

objectives to achieve targets for donor accounts Implemented coding and segmentation strategies

for direct mail and email marketing campaigns DATABASE AND INFORMATION SERVICES

MANAGER Presbyterian Communities and Services - Dallas, TX 2010 to 2011 Facilitated systems

management for the foundation, including Raiser's Edge queries, exports and reports Coordinated

the gift processing, receipts, and acknowledgment systems Organized data according to

organizational standards for fundraising and accounting Collaborated directly with members of the

Board of Directors in creating marketing campaigns, cultivating donor relationships and planning and

execution of fundraising events Reported, tracked and analyzed direct mail and email campaign

performance proving success in strategies and ROI. Developed and implemented coding and

segmentation for direct mail campaign in the database. SENIOR DEVELOPMENT COORDINATOR

Memorial Hermann Foundation - Houston, TX 2008 to 2009 Operated the accounts receivable and

donor database systems for the Foundation with \$20M in annual donations Created and analyzed

queries, dashboards, and other reports for the Foundation's systems Executed the technology

upgrade for the Foundation's donor database systems Supervised four-member team tasked with

gift processing, receipts, and acknowledgments Designed and administered database

maintenance strategies Authored new training materials and trained new team members

ADVANCEMENT ASSOCIATE The Awty International School - Houston, TX 2007 to 2008

Oversaw the administration of Advancement's database for accurate record-keeping for all donor

related information, gift entry, and acknowledgment process Prepared financial reports and

monthly reconciliations for the Business Office Coordinated the school volunteer program,

including the recruitment, screening, training and organization of volunteers, leading to an increase in volunteer participation from 20 to 245 individuals Enhanced risk management strategies for volunteer programming and maintained confidential information and private data Collaborated in the execution of Advancement events Established communications processes for the Board of Directors meetings and related documentation Education Bachelor of Arts in International Affairs in International Economics The George Washington University - Washington, DC 2004 Skills Raiser's Edge (10+ years), Microsoft Office Suite (10+ years), WealthPoint (5 years), NetCommunity (5 years), Crystal Reports (2 years)

Name: Erica Williams

Email: jmoreno@example.net

Phone: +1-419-555-2866x775