

Data Base Manager

The Bender Jewish Community Center seeks a Database Manager to manage all aspects of the Center's primary membership/registration database. The successful candidate will be responsible for managing the database while maintaining the documentation on database policies and procedures. The position serves as the liaison with the database software vendor, and assesses and implements new database features. The Database Manager also troubleshoots the database, trains new staff on its use, and communicates with the staff regarding changes. The position reports directly to the Chief Financial Officer.

Qualified candidates will possess the following: a Bachelor's degree or equivalent work experience, strong analytic and basic math skills, excellent organizational, problem solving and decision making skills, good time management skills and ability to meet critical deadlines in a fast paced environment. Accuracy and excellent attention to detail and the ability to maintain highest degree of confidentiality is also required. Proficiency in Microsoft Office, advanced EXCEL, Crystal Reports and the use of HTML is desired.

Benefits: health/dental, life insurance, long-term and short-term disability, paid time off (PTO), holidays, flexible spending account, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

To apply: send your resume, cover letter and salary requirements to jobs@jccgw.org.