

POSITION DESCRIPTION

JOB TITLE:	Mid-Senior Database Administrator	STATUS:	Exempt
REPORTS TO:	Chief Information Officer	HOURS:	Full Time
DATE:	December 2020	DEPT:	Information Technology

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service.
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas'](#) vision is to build thriving communities for all. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research, and public safety, and 3) strengthening the local philanthropic sector of donors and nonprofits. Serving donors, CFT seeks to enhance the experience and impact of giving for individuals, families, companies, foundations, and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#), and more. Strengthening our community, CFT makes grants and leads programs including [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund, and other key initiatives. Since 1953, CFT has granted more than \$2 billion to support nonprofits in our region, across the nation, and the world. Learn more at www.CFTexas.org and through this [recent overview video](#).

Summary

The Mid-Senior Database Administrator takes the lead in the areas of managing, maintaining, and support of enterprise database systems. MSDBA will be responsible for data management and analytical activities to support the foundation. This position also performs capacity planning and performance tuning along with managing the availability and scalability of the database server environments to ensure that no unplanned disruptions or data losses occur. This position requires extensive technical knowledge and experience in SQL Server environments.

The position also works as part of a cross-functional team that deals with the full spectrum of database technology.

Key Responsibilities

- Create processes to import, normalize, transform and validate data for the organizational data model and maintain protocols/controls by documenting procedures
- Critically evaluate and collect data from multiple sources (publicly available, subscription, and self-reported data) published in multiple formats (e.g. flat files, database tables) related to our organizational data model
- Responsible for the design, architecture, configuration, operations, and support of all on-premise and cloud database environments.
- Carry out in-depth evaluation and verification of the capabilities of all Database environments.
- Maintain and communicate maps of systems configurations and health assessments.
- Strategy & Planning -- Plans and coordinates the future state of the database infrastructure for Communities Foundation of Texas information management. Responsible for the overall architectural design of database standards designs new database installations that meet the information system vision and strategy of the organization and advise on matters including memory, disk configuration, sharing a host with other applications, etc.; plans prioritize and manages service requests, and routine assignments.
- System Engineering - Analyzes database configurations; evaluates changes and additions for proposed system acquisitions and provides critical input to the decision-making process relative to integration, operations, cost, resource requirements, and maintenance; creates backup and maintenance plans and recommendations to improve the performance and efficiency of the database infrastructure; prevents unplanned disruptions, especially of critical systems. Restores server databases from backups.
- System Integration - Integrates database components, subsystems, and facilities into the existing technical environment; assesses database connectivity, computing resources, and impact on other systems; maintains or improves integration and operation of systems relative to the overall environment including a configuration in a SAN environment; leads or participates as a team member in cross-system projects. Manage security for database systems.
- System Management - Provides troubleshooting and performance tuning; monitor performance issues and indexes to ensure the systems operate efficiently and meet the needs of the organization; Troubleshoot backup and maintenance plans to address system failures, evaluate memory and disk usage and verify backup procedures; provides training to IM associates and clients as needed
- Training & Certification - Maintains in-depth knowledge and current certification in Database technologies.
- Assist other IM teams by providing technical support and guidance.
- Participate in after-hours support by rotating call schedule regularly. Performs other duties as assigned by management or designee.
- Design database performance specifications, database backup, and recovery plans, and database performance/capacity models including disk space capacity plans
- Perform advanced database maintenance activities, such as partitioning, index reorganization, transporting tablespaces, and document search management.
- Assist in the design phases of database architectures including hardware, software, and the environment architectures thereof
- Maintain and monitor the availability, security, and integrity of databases, including referential integrity checking

Qualifications

- Bachelor's degree in Computer Science, Engineering, Math or related field or equivalent experience
- Ideal candidates will have 7-10 years of experience in creating, upgrading, and maintaining multiple databases for a medium-size firm
- Advanced experience with Enterprise Database Solutions such as; Microsoft SQL Server versions 2008, 2012, 2014 & 2016
- Knowledge of local and wide-area networking on multiple platforms: Windows, Unix, Linux, Virtualization technologies; network protocols and routing; network, server, and host operating systems, IP networking, server hardware, software, and administration.
- Experience in database replication

Skills & Requirements

- Commitment to the mission of Communities Foundation of Texas
- Proven ability to build large scale content management systems that combine data from a variety of sources and formats
- Strong understanding of networking fundamentals, especially were pertinent to database issues
- Expert understanding of clustering and grid technologies related to database environments
- Exhibits the ability to manage clients effectively through valuing and acknowledging client responses and needs. Establishing a strong working relationship. Following effective communication standards.
- Ability to think critically and strategically, synthesizing qualitative and quantitative data using advanced techniques in statistical analysis, coding/categorization, etc. as applicable
- Strong interpersonal skills, instinctive customer service, and the ability to work collaboratively with diverse teams
- Proficient in using PowerPoint, Excel, Word, SharePoint, Outlook
- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects
- Demonstrated communication skills, both written and verbal, with experience communicating technical information and complex research findings to non-technical audiences across multiple modes; presentations, data visualizations, evaluation reports, and/or briefs
- Knowledge of data governance and known government regulated data sources
- The ideal candidate will be driven by a passion for excellence, sets high standards of performance for themselves, and displays a positive attitude
- Valid state issued drivers' license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If interested, please send your resume, cover letter and salary requirements to careers@cftexas.org