**Job Title: DATABASE ADMINISTRATOR**

**Salary Range: $80,000 to $100,000 commensurate with experience**

**DEPARTMENT: Data and Analytics**

**Who We Are:**

Integral is a leading analytical consulting firm who is making a difference for the nonprofit community.  We are a passionate group who thrives on utilizing our expertise to build a comprehensive view of non-profit business models while providing them valuable insight to improve their performance. We are dynamic, innovative, entrepreneurial, and client focused. Our culture boasts a playful work environment; work doesn’t always have to be serious—we just seriously love what we do. We are seeking innovative candidates with a good sense of humor who truly want to make a difference with their work.

**ESSENTIAL FUNCTIONS OF THIS JOB:**

The Data and Analytics team provides in-depth, actionable, insights, to inform multi-channel marketing strategies for our clients. The Database Administrator is a key member of the team who will:

* Maintain and tune on-premises SQL Server databases
* Design, document, implement, secure and support SQL Server database systems
* Develop, maintain and tune SSIS processes for client data warehouses
* Acts a subject matter expert on integration methods, processes, and patterns
* Management and direction of third-party SQL Server management vendor
* Partner with colleagues to execute technical solutions to meet company strategic goals and client needs.
* Gather and assimilate analytical requirements from those not familiar with relational databases

The position reports to the Director of Analytic Services

**KNOWLEDGE/SKILLS:**

* **Required** (in descending order of importance)
	+ 3+ years of experience in a database administration role
	+ Bachelor’s degree in information systems (or related discipline) or 5+ years of experience in a database administration role
	+ Experience with SQL Server Integration Services (SSIS)
	+ Strong T-SQL skills; proven ability to manipulate large relational databases
	+ An understanding of ETL procedures and workflows
	+ Strong written and verbal communication skills and ability to discuss technical concepts with people without a technical background
	+ Ability to collaborate with others across the organization
	+ Demonstrated ability to establish priorities, organize and plan work to satisfy established timeframes
	+ A logical approach to problem solving, analytical capabilities and attention to detail.
* **Desired**
	+ Understanding of Project Management concepts
	+ Experience managing third-party vendors
	+ MCSA SQL Server Administration certification
	+ Understanding of non-profit fundraising
	+ Working experience in data integration, migration, and API data retrieval

**DISCRETION/LATITUDE/DECISION-MAKING:**

* Make sound decisions based on experience and judgment.
* Does not supervise other staff but may serve as a point person within the company for specific tasks and projects
* Must gain cooperation from individuals across the company in order to accomplish goals.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

* Ability to provide team members with meaningful information they need to make accurate and timely decisions.
* Consistently demonstrate positive, and approachable attitude/demeanor and discretion.

**INNOVATION:**

* All members of Integral play a role in internal innovation activities. Typically – as part of a smaller team – this role includes developing new approaches designed to improve a client service offering, represent a new service offering or address a more effective approach to internal business processes.

Resumes and cover letters can be sent to jobs@integral-dc.com. All applicants should complete the Predicative Index assessment: <https://assessment.predictiveindex.com/a77/e3f811f8-21bf-4ddd-8338-335b46b518ee?type=candidateba>