WE’RE HIRING! APPLY TO BE A DATABASE SPECIALIST AT WYCF

**Join our team at the Wyoming Community Foundation!**

**The Wyoming Community Foundation is accepting applications for a Database Specialist. This is a full-time, benefitted, non-exempt position with a *starting salary range of $35,200 to $39,500*.  Location is flexible but within the state of Wyoming. Applications should include a cover letter, resume, and contact information for three work-related references. Your cover letter, resume, and references should be e-mailed as a single PDF to**[helga@wycf.org](mailto:helga@wycf.org)**or mailed to Helga Benjamin at: 1472 N. 5th Street, Suite 201, Laramie, WY 82072. Applications will be accepted until January 31st, 2021.**

**Position Summary:** The Database Specialist ensures the accuracy and usability of the internal databases which power fundraising, programs and grants and communications within the Foundation. The Database Specialist is responsible for database support, data maintenance, reporting and assisting with mailing list generation and prospect research.  The ideal candidate would be familiar with development and donor management systems.

This full-time, non-exempt position is eligible for benefits, and could be located at our Laramie or Casper offices, or could be a remote position in another part of the state.

We are a growing community foundation based in Laramie that offers its employees a chance to be the change you want to see in this state. We have a great working environment with lively and intelligent coworkers based in Laramie, Casper, Sheridan and Lander. Our work is diverse, meaningful, and has both local and statewide impacts.  We want you on our team!

**Wyoming Community Foundation** is the premier philanthropic charitable foundation in the state of Wyoming. Our mission is to connect people who care with causes that matter to build a better Wyoming.  In 2017, WYCF received the inaugural ‘Best Company to Work For’ award in Wyoming from the Wyoming Women of Influence.