



## **Filemaker Pro/InResonance Database Consultant**

### **WHO WE ARE**

Since 1963, A Better Chance has been the only national organization of its kind, working *to increase substantially the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society.*

Through our signature College Preparatory Schools Program (CPSP), highly-motivated students of color are recruited for placement in over 200 outstanding independent and public schools across the country. Students who are accepted to and enroll in our Member Schools become A Better Chance Scholars. Our comprehensive assessment program enables students to explore multiple school options in an effort to help match them with the right school.

### **POSITION OUTLINE**

This position will have an initial contract duration of up to 3 months and can be executed remotely. After a 3-month period, there may be a possibility of the position becoming a permanent staff position.

### **CURRENT DATABASE SYSTEM**

A Better Chance currently utilizes InResonance, a database system built on FileMaker Pro.

### **WHAT YOU WILL DO**

The Database Manager will play a key role in ensuring A Better Chance's database is built and maintained for all business purposes. The Database Manager will report to the National Director of Programs and work with that person to ensure the database serves all A Better Chance's database needs. This position can be based in New York City or remotely.

Job duties and responsibilities include, but are not limited to the following:

#### **Database Management**

- Manage the acquisition and maintenance of data in the A Better Chance database according to the A Better Chance application and admissions cycle
- Ensure data integrity and fidelity at all stages of the A Better Chance process
- Work with external vendors to ensure the database is maintained, built, and functional according to A Better Chance's needs
- Work with the Admissions Operations Team to ensure applications are processed and member schools receive the documents they require for student placement
- Keep records of system customizations for business continuity purposes
- Open and close portals into the database based on seasonal needs

#### **Data Reporting**

- Fulfill data requests from A Better Chance staff
- Leverage 3<sup>rd</sup>-party applications to acquire data with an eye for how to build the 3<sup>rd</sup>-party application capabilities into the database system



### **Staff Training**

- Ensure staff know how to utilize the database based on their needs and questions

### **WHO WE ARE SEEKING**

- An individual with FileMaker Pro experience
- An individual with InResonance experience a plus
- An individual with the ability to quickly study the architecture of a database and understand how to manipulate the data within
- An individual with a desire to build systems that maximize the organization's ability to access and manipulate data.

### **WHAT MATTERS MOST**

- You are communicative and have a desire to help people understand how to maximize use of the database system
- You seek out resources to help you understand databases and what people need them to do
- You are a problem solver with an eye for making a database user-friendly and sustainable.
- You have a desire to lead organizational change through database management

### **WHAT WE OFFER**

- The chance to work with talented, smart and passionate professionals
- The opportunity to make a difference and change the life trajectory of highly talented students of color
- A competitive salary and suite of benefits
- The opportunity to lead organizational change through database management

### **HOW TO APPLY**

For consideration, please forward your cover letter and resume to [bbtenant@abetterchance.org](mailto:bbtenant@abetterchance.org). Please note "**Database Consultant– [your last name]**" in the subject line of your email. Only candidates being considered will be contacted. Applications will be reviewed on a rolling basis. Please do not call or email about reception of your materials.