



Database Specialist

The Association for Research in Vision and Ophthalmology (ARVO) is the largest and most respected eye and vision research organization in the world. Our members include nearly 11,000 researchers from over 75 countries. Our mission is to advance research worldwide into understanding the visual system and preventing, treating, and curing its disorders.

ARVO is seeking a full-time Database Specialist who will be responsible for developing and managing the database, ensuring the quality and integrity of ARVO data. This includes all fields, tables, forms, templates, queries, reports, security, data integrity, web integration processes, upgrades, and related processes. The Database Specialist is responsible for assuring accurate procedures and training are in place for all ARVO staff including internal and web processes, integrations with 3rd party programs, payment processes, data analytics, automated receipts, and dues renewal processing. The Database Specialist works closely with all staff to align database operations with business needs and/or develops alternate solutions.

Key responsibilities include:

- Oversees the database functionality, ensuring reliability, and that ARVO's data management requirements are met
- Manages ongoing relationships with database vendor, reports and resolves issues, prepares budget, assures upgrade and maintenance of database
- Develops and documents quality control standards for data integrity
- Creates and maintains Standard Operating Procedures (SOPs) on data management and provide training for staff as needed.
- Maintains database security levels for staff
- Develops useful reports and queries for ARVO staff and manages the reporting process. reports and queries for staff
- Implements all requested product, event, membership, etc., set-ups in database to integrate with website and 3rd party portals and train back-up personnel
- Works closely with other departments including Marketing and Communications, Meetings, Education, and Finance, to ensure their database needs are fully supported.
- Ensures the database is seamlessly integrated with ARVO website
- Works closely with Finance to ensure financial related processes in the database are functioning properly
- Provides day-to-day technical support and troubleshooting of the AMS database
- Prepares budget items within the Technology team and other departments to ensure availability of funds for enhancements and new technologies
- Prepares reports for the ARVO staff and the Board of Trustees



Key qualifications include:

- College coursework or equivalent and advanced training in computer science, information technology is required
- Minimum 3 years NetForum Enterprise or equivalent database management, development, and web integration
- Proficient in Microsoft Excel and Access, data query/data management tools (Power Pivot, Power Query, SQL), and Microsoft BI Reporting Services
- Strong project management skills, with the ability to handle multiple projects and adhere to deadlines
- Strong customer service, communication, and interpersonal relationship skills
- Previous experience with financial data reporting
- Excellent analytical skills and detail-oriented
- Ability to troubleshoot and follow through to resolution

What we offer:

ARVO is committed to supporting our employees by providing competitive compensation, outstanding benefits, and professional development opportunities. We offer comprehensive medical, dental, life and disability insurance, FSA/HSA, matching retirement savings, telework *(3 days per week), flexible work schedule options, and more.

*ARVO offers the option of 100% telework through December 31, 2021. Beginning January 3, 2022, we will operate on a 3 days per week telework basis.

For consideration, please submit your résumé, including a cover letter stating your salary requirements to hr@arvo.org. Learn more about ARVO at www.arvo.org.

ARVO values diversity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.