



OAKLAND PARKS AND RECREATION FOUNDATION

Oakland Parks and Recreation Foundation (OPRF), is committed to enhancing the community through its various programs and initiatives. To streamline and optimize its operations, OPRF seeks the expertise of a skilled Database Administrator. The primary objective of this engagement is to evaluate, recommend, and implement database program integration solutions tailored to the unique needs of OPRF. This involves assessing the compatibility of existing systems, selecting appropriate Customer Relationship Management (CRM) systems, integrating databases, and establishing a plan for long-term data integrity and maintenance.

This scope of work outlines a comprehensive approach divided into distinct phases. Each phase is designed to address specific aspects of the database integration process, ensuring a thorough evaluation, strategic planning, and seamless implementation. The ultimate goal is to enhance OPRF's ability to manage fiscal sponsorship, grant programs, and individual donor relationships efficiently.

The successful execution of this scope of work will contribute to the long-term sustainability and effectiveness of OPRF's operations, supporting its mission to create vibrant and accessible recreational spaces for the community.

Phase 1: Preliminary Assessment

Program Compatibility Assessment:

- Evaluate compatibility among existing systems (Salesforce, Constant Contact, Givelively, etc.).
- Identify potential integration challenges and initial recommendations.

Phase 2: CRM Selection

CRM Needs Identification:

- Define specific CRM needs related to fiscal sponsorship, grant management, and donor management.

Research and Comparison:

- Research CRM systems tailored to OPRF's requirements.
- Compare CRM systems based on features, scalability, cost, and user-friendliness.

Recommendations:

- Present initial CRM recommendations with a rationale for suitability.

Phase 3: Integration Options Assessment

Analysis of Integration Options:

- Analyze available integration options (APIs, widgets, connectors).
- Provide recommendations for specific program pairs.

Phase 4: Final Recommendations and Planning

Final CRM Recommendations:

- Present the recommended CRM system(s) with a detailed analysis.

Integration Strategy and Plan:

- Develop a clear integration strategy, including a timeline and implementation plan.
- Identify and propose solutions for potential integration challenges.

Phase 5: Maintenance and Process Setup

Maintenance Plan:

- Develop a detailed maintenance plan for keeping integrated systems updated.
- Schedule regular updates, patches, and system monitoring.

Internal Process Setup:

- Define internal processes and responsibilities for maintaining integrated systems.
- Conduct staff training on data entry, updates, and system best practices.
- Create documentation and guidelines for data handling and integration procedures.

Phase 6: Testing and Quality Assurance

Integration Testing:

- Conduct thorough testing of integrations to ensure data consistency and accuracy.

Phase 7: Deliverables

Comprehensive Report:

- Provide a comprehensive report on program compatibility, CRM recommendations, and integration strategy.

Implementation Plan:

- Deliver an integration implementation plan with timelines and benchmarks.

Documentation and Guidelines:

- Provide documentation and guidelines for staff training, data management, and integration procedures.

Oakland Parks and Recreation Foundation (OPRF) is committed to fostering an inclusive and diverse workplace. We welcome and encourage applications from candidates with diverse backgrounds, experiences, and perspectives. As an equal opportunity employer, we will consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other legally protected status.

If you are interested in being considered for the position, please send a cover letter and resume via our [Application Link HERE](#).