



DATABASE SPECIALIST

Colorado Municipal League (CML)

Denver, Colorado

Support Colorado Cities and Towns

The Colorado Municipal League (CML) is seeking an experienced, detail oriented, and collaborative technology professional to serve as our next **Database Specialist**.

The Colorado Municipal League (CML) is a non-profit, non-partisan organization representing 270 of Colorado's 272 municipalities and has been in existence since 1923. CML's Vision is "Empowered cities and towns, united for a strong Colorado," and our core functions of "advocacy, information, and training" drive our day-to-day activities on behalf of and for our members. This is a unique opportunity to support how Colorado's municipalities connect, learn, and advocate by maintaining the database and providing technology support for one of the state's most respected local government organizations.

About the Role

The Database Specialist is responsible for the maintenance of the database, IQA reporting and primary desktop and technical support and other member services. As a member of the administration team, the Database Specialist works across the organization to ensure the reliability of membership data, systems, security and accuracy of data through analysis and quality control processes. This position reports to the Finance & Administration Manager.

What You Will Do

Administer iMIS database

- Maintain and update iMIS database of municipal officials and associate members, including dues billing and payments.
- Conduct regular audits and maintain data integrity.
- Ensure consistent, accurate, and timely database updates.

Create queries and reports

- Create and update queries and reports to extract information from the database to support operations.
- Create and update process automation tasks.
- Update dashboards in database CMS to provide timely information for staff.

Administer member systems

- Administer listserv for municipal positions and tracking of subscribers.
- Maintain activity records for elected officials training program, close events and apply credits.
- Review and approve job board postings and advertising submissions.

Security and Technical support

- Develop and maintain policies and procedures for data entry, database maintenance and security.
- Provide primary technical support on database, desktop and software issues, working with outside support as needed.

- Educate staff on cyber security issues, send out warnings for scams and monthly security tips.

Training and documentation

- Provide database training and assistance to CML staff.
- Develop and maintain procedures for database-related activities, including event registrations, cancellations, event management functions, and online transactions.

What You Bring

- Experience and technical expertise in database management and technology support.
- Proactive in identifying opportunities to improve database functionality and reporting capabilities.
- Ability to analyze complex database challenges with excellent problem-solving skills.
- Responsive and professional customer service support to internal and external users.
- Ability to build relationships and work collaboratively across teams.
- Interest in continuous learning in database technology, best practices and process improvement.

Bonus if you have:

- Experience with iMIS database administration or similar EMS database system.
- Experience in non-profit or a membership-based organization.

Why Join CML?

At CML, you will work at the intersection of policy, communications, and local leadership—supporting the elected officials and staff who serve communities across Colorado. We are a mission-driven organization that values collaboration, professionalism, and a strong commitment to local decision-making.

Compensation and Benefits

Salary range: \$63,700 - \$92,300. Starting salary will be commensurate with skills, qualifications, and opportunity to grow in the position. This position may be eligible for discretionary bonuses and remote work options in accordance with organizational policy. Benefits include employer-sponsored health and dental insurance, flexible spending plans, retirement plans, term life insurance, disability insurance, vacation leave, sick leave, funeral leave, and other leave required by law.

How to Apply

Please submit a cover letter, resume, references, and salary requirements via email to: Allison Wright, Finance & Administration Manager, at jobposting@cml.org.

This posting is open until July 17, 2026, but applications will be reviewed as received. Prompt application is encouraged.

The Colorado Municipal League is an equal opportunity employer.