



DONOR DATA MANAGER

Full-time, year-round (40 hrs. per week)

JOB SPECIFICATIONS

The Center's Advancement Team is seeking someone who is passionate about data! From collection to understanding to ensuring its integrity – we want someone who will take the data bull by the horns and run with it! Understanding our donor and fundraising data is key to our success. We want to find someone who loves it as much as we do.

This position reports to the Chief Advancement Officer with the following responsibilities:

MANAGEMENT OF ADVANCEMENT TEAM DATABASE

- Be the expert on the donor management database system
- Accurately maintain donor records and prospect information
 - Ensuring that all data is up to date and accurate. This position will be responsible for the day to day management of the donor and prospect database. Management of the database will include the accurate entry and maintenance of donor information, ensuring database integrity and conducting regular database updates
 - Reconcile system with finance team
 - Research and collect prospect information from public records
 - Prepare all acknowledgment letters and tax receipts
 - Track and invoice all pledge payments
 - Create all reports needed by the Advancement team
 - Analyze data to identify trends and prospects to inform the direction of giving programs
 - Track and analyze success of different campaign approaches
 - Including marketing
- Interact with donors and prospects to assist in providing the highest level of customer service
 - Comfortable interacting with individuals of diverse social, economic and ethnic backgrounds
 - Express gratitude for donor gifts and loyalty
- Prepare correspondence, documentation and proposals
- Assist in managing advancement / donor meetings, including but not limited to:
 - Scheduling
 - Sending notices
 - Preparing agenda

- Coordination of meeting site and necessary refreshments and/or materials
- Prepare and distribute meeting minutes
- Assist in the set up and implementation of events, such as:
 - Facility Tours
 - Cultivation activities
 - Thank you and recognition events
 - Fundraising events
- Special Projects
- Miscellaneous duties as assigned

EXPERIENCE AND EDUCATION

- B.S. or B.A. degree and 3-5 years of administrative or data analysis and data gathering experience required or an equivalent combination of education and experience;
- Proven experience with database query tools, gathering user requirements, data quality control, and problem resolution;
 - Experience with donor/prospect management software is preferred
- Proven track record in providing excellent customer service required
- Proficient in Microsoft Office software, including PowerPoint, Excel and Word required
- Proficient in web research
- Takes ownership of role and takes initiative to have a positive impact on projects
- Ability to function in a fast-paced environment and manage multiple, competing priorities
- Timely and reliable, keeps track of responsibilities and completes them in a timely manner
- Takes charge in solving problems and can be creative in finding appropriate solutions
- Excellent organization and communication skills
- Excellent listening skills and ability to retain and capture concepts
- Consistent accuracy and attention to detail required but efficient
 - Ability to discern the hierarchy of detail importance
 - Event planning, organization and execution to ensure a great experience
- Requires some early mornings, evenings and weekend hours
- Must be able to lift, carry, push/pull thirty (30) pounds with potential lifting and/or carrying of up to thirty (30) pounds; stooping, bending, twisting.
- Possession of a valid Ohio driver's license; willing to travel locally using own transportation (mileage reimbursed).
- Assist with other miscellaneous duties as assigned
- Present a positive, professional image of The Center at all times.

The Childhood League Center is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Interested candidates should e-mail resume, cover letter, salary requirements and references to Paula Litton, Chief Operating Officer, at PaulaL@childhoodleague.org