

POSITION DESCRIPTION

JOB TITLE: Development Data Specialist

STATUS: Non-Exempt

REPORTS TO: Director of Relationships

HOURS: 20/week. Additional hours as needed during Drive Seasons.

Position Summary :

The Development Data Specialist is responsible for performing gift recording, biographic and demographic data maintenance duties. This individual will process gift batches using Salesforce, Network for Good, Corduro, and other external revenue platforms. Responsible for producing gift receipts and individual acknowledgement letters and maintain data integrity by adding and editing new biographical data as well as supporting other business and administrative activities in development and other departments. Ensuring confidentiality and accurate within data management systems.

Key Responsibilities:

- Process donation batches in a timely and accurate manner.
- Produce gift substantiation documentation, including acknowledgement letters or receipts, and gift matching forms.
- Create and maintain constituent records as required, including but not limited to address changes, employment status, life status changes, etc.
- Create and generate customized development/fundraising reports from Salesforce, or other gift processing platforms, for the CEO, Director of Development, Director of Relations, Chief Financial Officer, and other members of the Family Giving Tree staff.
- Provide support and work collaboratively with our accountant, to assure accuracy in QuickBooks, and provide support during audits and other reviews.
- Provide data support for grants as needed.
- Maintain data integrity within internal databases and systems, conducting data clean-up as directed.
- Ensure the security and sensitive handling of confidential financial information.
- Familiarity with IRS gift substantiation requirements, non-profit gift recording, data entry best practices, and non-profit accounting principles
- Perform related duties as assigned.
- Assist with the training of temporary workers during Drive seasons.

Skills & Requirements

- Highly detailed oriented with strong organizational skills. Good problem-solving and analytic skills.
- Ability to work effectively in a collaborative environment as well as independently. Expected to perform under minimum supervision within the scope of normal duties and responsibilities.
- Appropriate interpersonal skills using tact, patience and courtesy.
- Sensitivity and respect for confidential information.
- Ability to prioritize data entry projects and review work for accuracy.
- Ability to work well and support relationships with all different areas of the organization.
- Capability of learning complex data entry codes and procedures quickly.
- Experience working and reporting with Salesforce and PayPal is strongly preferred.
- Compensation commensurate with experience.