



Jamestown-Yorktown Foundation

Employment Opportunity

Development Data & Analytics Manager (*Full-Time*)

We are seeking a qualified individual to oversee the Development database, Raiser's Edge/NXT, with a focus on ensuring that frontline fundraisers have the information, resources and support to be successful in securing gifts.

This role actively mines the database for new prospects and ensures proper categorization and coding of records. Oversees donor records, data health, reporting and analytics functions of the Development office. Ensures smooth in-house operations for daily gift processing and acknowledgements in accordance with industry best practices. Runs lists for appeals, mailings, communications, as well as monthly financial and activity reports.

What are the qualifications for this position?

- Demonstrated experience with fundraising practices, metrics and identifying trends to help programs grow.
- Data driven: Demonstrated experience working with large data sets and segmentation.
- Proficiency in data entry, extraction, generating reports and data analysis.
- Dedication to accuracy, integrity, and inclusion.
- Ability to work independently and as a member of a fundraising team.
- Ability to work effectively with staff at all levels and see the big picture while keeping a detail and results mindset.
- Ability to communicate effectively.
- Demonstrated proficiency with Windows based systems and competency with The Raiser's Edge and Raiser's Edge NXT or comparable product; G Suite and with Microsoft Office.

What are the salary and benefits?

The salary range for this position is **\$45,000-50,000** annually.

Other benefits include:

- State health benefits & flexible spending accounts.
- Paid leave including sick leave, personal leave, annual leave accruals, and 12 holidays.
- Some telework & alternate work schedule options available.

How do I apply?

Please submit an application either on-line at <https://virginiajobs.peopleadmin.com/> or by contacting Human Resources at coy.mozingo@jyf.virginia.gov for additional options. Applications will be accepted until 11:59 p.m. on August 19, 2021. Applicants will only be screened based on what is presented in the Commonwealth of Virginia employment application and related documents.

We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements.

What is the Jamestown-Yorktown Foundation?

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures.

What are the career advancement opportunities?

This position has the opportunity for promotional movement within the Development Department and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!

- Professional development opportunities
- Retirement savings plans with limited employer match available (VRS).
- Life & Long-Term care insurance.
- Employee Assistance Program.
- Employee discounts for companies including Verizon,