

TITLE: Philanthropy Data Specialist
REPORTS TO: Philanthropy Director
CLASSIFICATION: Full-Time, Non-Exempt (35 hour workweek)
COMPENSATION: \$17- \$21 per hour
(negotiable based on experience)
LOCATION: Chesapeake, VA
POSTED: October 5, 2021
CLOSING: Until Filled



Excellent benefit package including medical/dental insurance, health savings account, complimentary life insurance, discounted Aflac benefits, 403b/Roth with match, and a generous leave program starting your first day of employment.

ABOUT OUR ORGANIZATION

We are one of 111 councils chartered by Girl Scouts of the USA, the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve nearly 8,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 5,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together. From exploring science, technology and the environment to learning about healthy living, anti-bullying and financial literacy, girls are given opportunities to be challenged and learn new skills.

SUMMARY OF POSITION

The philanthropy data specialist is responsible for administering the Raiser's Edge donor information system. This includes reporting and analysis of data, gift processing and acknowledgements, managing data import and data entry, data mining and extraction, data quality initiatives, and other related activities. Other functions include donor relations and events, stewardship, online and direct response outreach, and maintaining giving portals.

ACCOUNTABILITIES

- Timely and accurately input constituent and donor information into philanthropy database.
- Manage gift processing, tracking, and acknowledgment, including timely entry of all gifts into donor database.
- Track and report on contributions and pledge payments, including elevating stewardship tasks to appropriate team member.
- Create queries, reports, and mailing lists as needed.
- Work with philanthropy team to support stewardship and cultivation activities, including data insights, research, communications, and reports.
- Coordinate with finance to ensure reconciliation of gift information; produce updated financial, gift, and fundraising management reports, including weekly metrics.
- Run monthly pledge reports and coordinate invoices and payments.
- Maintain technical knowledge and expertise in Raiser's Edge/NXT software, including training other staff as needed to ensure redundancy of database skills across the department.
- Provide project organization and administrative support for special events.

- Manage the distribution & mailing of fund development materials including gift appeals, annual reports, invitations, and other mailings as requested by the team.
- Manage online and email campaigns that include the coordination of third-party app solutions, including electronic auctions and event portals.
- Produce philanthropy materials including obtaining bids with external printers and bulk mail costs and ensuring deadlines and quality standards are met.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications

- Associate's degree in a related field or equivalent experience. Higher education preferred.
- Minimum of 2 years' experience in donor database administration. Raiser's Edge/NXT required.

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, CRM systems, and donor database administration. Ability to learn new software as required.
- Excellent organizational skills, great attention to detail, and strong commitment to accuracy.
- Ability to clearly communicate verbally and in writing.
- Strong grammar, proofreading and editing skills.
- Ability to create and analyze statistical reports.
- Ability to assist several staff on multiple, concurrent projects and tasks in an orderly and well-paced manner.
- Ability to maintain confidentiality.
- Demonstrated commitment and ability to interact with diverse populations.

Additional Requirements

- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, and extensive reading. Evening and/or weekend work is occasionally needed.

APPLICATION INSTRUCTIONS

Visit <http://www.gsccc.org/en/our-council/employment.html> to complete an online application or email resume to hr@gsccc.org. Equal Opportunity Employer

