**Job Description**

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**Summary**

The Development Officer, Data & Analytics is responsible for the organization’s Raiser’s Edge NXT database, and donor analytic reporting. Manages a large database of more than 600,000 donor records and ensures data and system integrity by developing and implementing clear processes and procedures, as well as gift acknowledgement process. Proactively analyze data and provide reports and insights to Development Officers to drive fundraising and donor engagement. The Development Officer provides donor reports, dashboards and gift summaries to Development Team, and works closely with the finance department to ensure balance between Development database and financials.

**Essential Functions**

- Recruits, recommends candidates for hire and/or hires and manages the Donor Data Coordinator, Administrative Assistant II, and Seasonal Data Coordinator positions
- Conducts training; Assigns tasks and monitors work performance; Writes and delivers performance appraisals; recommends salary actions; recommends and administers disciplinary action; recommends termination of employees and engages and retains a high performing, accountable workforce.
- Maintains all operations and functions for a donor database of more than 600,000 records using Raiser’s Edge NXT, Classy, and Omatic.
- Develops and manages all gift processing procedures and ensures accurate and effective operations, including monthly and annual fundraising revenue reconciliation with the Finance department.
- Works closely with Sr. Development Director and Development Officers as they manage their donor portfolios, synthesizing large data sets into digestible takeaways to drive action and maximize fundraising impact.
- Uses Raiser’s Edge NXT data analysis, and data mining techniques and tools to determine and assess donor giving motivations, behaviors, and trends to help advance development and institutional goals for growth.
- Designs, produces, and presents timely and pertinent reports on development data analytics to Development team members, senior staff, and other FJV colleagues as appropriate and upon request.
- Develops custom queries and dashboards to track fundraising results.
- Develops and delivers training to ensure adherence to protocols and standards, and consistency with record management.
- Manages all development database functions and procedures related to donor records, data definitions and protocols, data security measures, constituent data pulls and address lists, and other development functions.
Job Description

- Oversees the execution of all monthly giving programs and online giving vehicles
- Works closely with members of Development Team on other special fundraising projects such as event registrations for annual gala and Thanksgiving 5K.
- Performs other duties as assigned.

Qualifications

- Bachelor’s Degree, preferably in Computer Science, Data Analysis or Business or equivalent experience
- At least 5 years of donor database management experience, preferably Blackbaud products
- Experience with online fundraising tools and software such as Classy and Omatic preferred, or similar fundraising software
- At least 1 year of leadership experience to include training, performance management, counseling and retaining an engaged and accountable workforce.
- Intermediate user of MS Office
- Be at least 21 years of age with a minimum of 3 years of driving experience; possesses a California driver’s license; and has no Class 1 or more than Class 2 violations with the past 36 months.
- Participate in annual Tuberculosis screening and/or other screenings when necessary. Reasonable accommodations may be granted where appropriate.

About Father Joe’s Villages

At Father Joe’s Villages, we’re looking for compassionate, mission-driven individuals to join our team and help us end homelessness one life at a time. We offer competitive salaries, robust benefits package, generous PTO and Holidays and the opportunity for flexible hybrid schedules.

Our work is driven by our C.R.E.E.D which is the foundation for our interactions with clients, volunteers, other staff members and the community at large:

Our Values

- Compassion—Concern for others and the desire to assist.
- Respect—An act of giving particular or special regard.
- Empathy—Understanding and being aware of and sensitive to the feelings, thoughts, and the experience of others without judgment.
- Empowerment—Helping others to help themselves.
- Dignity—All people are considered worthy of our esteem.