CASA
Court Appointed Special Advocates
FOR CHILDREN
CASA of Tarrant County

Job Title: Fundraising Data Analyst
City/Region: Fort Worth, TX
Category: Full-Time; Exempt; Hybrid Optional (must live in DFW Metroplex)
Office Location: 101 Summit Ave., Suite 505, Fort Worth, TX

Reports to: Development Director
Supervises: n/a

Why Should You Work With Us:
Join a supportive and collaborative team where your technical and analytical skills help drive meaningful, measurable changes. At CASA of Tarrant County, you'll make a lasting difference in your community by supporting our mission to advocate for the best interest of abused and neglected children—transforming data into action for sustainable outcomes in their lives.

Position Summary:
The Fundraising Data Analyst plays a key role in supporting the agency's fundraising efforts through data-driven analysis of donor behavior, building deeper relationships, and recommending strategic approaches to donor engagement, retention, and acquisition. This role requires a strong analytical mindset to track, interpret, and present donor trends that inform development strategies and campaigns.

The Fundraising Data Analyst will take a lead role in using our donor database to segment donor profiles, generate detailed reports, and identify giving patterns to tailor communications across email, social, and print channels. This position will proactively contribute insights to improve donor journeys and campaign outcomes donor lifecycle tracking and regular reporting.

This position also manages essential administrative tasks, oversees donor data entry and integrity, leads gift processing activities, and ensures timely project completion across the department.

The ideal candidate will be detail-oriented, data-savvy, and self-starting, with the ability to conceptualize, prioritize, and manage multiple tasks. A strong understanding of relational databases, data hygiene, and donor management systems is key, as is the ability to synthesize information into actionable strategies.

Essential Duties & Responsibilities *Other duties may be assigned.*
- **Database Management & Maintenance:**
  - Oversee daily operations and long-term strategy for the organization's donor database: Raiser's Edge.
  - Ensure data integrity through consistent data entry standards, regular audits, and clean-up processes.

- o   Create and manage user accounts, permissions, and training for staff accessing the system.
- **Reporting & Analysis:**
  - o   Build and maintain dashboards and customized reports to analyze donor trends, giving patterns, campaign performance, and fundraising KPIs.
  - o   Provide timely and accurate data to development, finance, and executive leadership for decision-making and strategic planning.
  - o   Segment donors for targeted outreach and campaigns based on behavior, giving history, engagement levels, and demographics.
- **Gift Processing & Acknowledgment:**
  - o   Oversee and execute timely entry and reconciliation of gifts, pledges, and other contributions.
  - o   Ensure proper gift documentation and donor acknowledgment processes are followed.
- **Collaboration & Support:**
  - o   Partner with development staff on campaigns, events, and appeals by providing lists, analytics, and segmentation.
  - o   Working with the Community Engagement team on data entry for accurate records and communication for our volunteers.
  - o   Support grant tracking and major donor portfolio management through data tracking and research.
  - o   Liaise with finance staff for reconciliation of gifts and reporting.
- **System Optimization:**
  - o   Research and recommend enhancements or integrations to improve database efficiency.
  - o   Serve as the primary contact with database software providers, including managing upgrades and troubleshooting issues.

Related Activities
- Participate in all staff and program meetings
- Participate in special events as directed
- Participate in continuing education opportunities as appropriate
- Serve as an ambassador of the organization

Qualifications:
- Bachelor's degree or equivalent professional experience in data management, data analytics, business administration, or related field.
- 2-3 years of experience managing a CRM.
- Strong analytical skills with the ability to interpret donor and campaign data, identify trends, and translate insights into effective fundraising strategies; proactive and goal-oriented with a commitment to exceeding expectations.
- High attention to detail and commitment to data accuracy.
- Proficiency with Microsoft Office products.
- Demonstrates a strong sense of curiosity, excellent problem-solving skills, exceptional organizational abilities, and adaptability in dynamic environments.
- Ability to handle sensitive information with confidentiality and integrity.
- Minimum 21 years of age per Texas CASA policy.

Salary & Benefits

- Salary range $52,000-$57,000 (The range is dependent on education, experience, skill set, etc.)
- CASA provides medical, dental, vision and basic life insurance at 100% for our employees.
- After being at CASA for two years, employees are eligible to enroll in our Simple IRA plan. CASA will match up to 3% of their compensation to this plan.
- Monthly accrual of paid sick and vacation time.
- CASA observes 11 paid holidays a year and gives our employees a week and a half break at the end of the year.
- We offer paid maternity/paternity leave – six weeks if an employee has been with us for less than a month and eight weeks for those with us over a year.
- CASA wholeheartedly believes in a healthy work life balance.

Other Miscellaneous Requirements

- Ability to sit and type at a computer for at least 6 hours per workday.
- Ability to lift 5-10 pounds for office supplies or AV equipment.
- In accordance with the CASA of Tarrant County team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed in this job description.

Physical Requirements and Work Environment:

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Work is performed in an office setting.

EEO:

CASA of Tarrant County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran or any other characteristic protected by law. CASA of Tarrant County complies with all applicable federal, state, and local laws, regulations and ordinances prohibiting employment discrimination.