

## Development Operations Analyst

**Working model:** Hybrid, 3+ days per week in office

**Applicable work experience:** 3+ years

**Minimum salary:** \$52,500

### Slingshot Memphis

Slingshot Memphis is a nonprofit professional services firm that is revolutionizing poverty-fighting effectiveness. Our innovative analytical and outcomes-driven approaches help ensure people experiencing poverty receive the most effective interventions that will enable them to thrive.

Unlike business, medicine, and many other sectors that have established, objective processes for measuring outcomes, the poverty-fighting ecosystem hasn't developed these same standards. This has made it nearly impossible to know which programs and services most effectively reduce the social and economic gaps in Memphis, TN. Slingshot has addressed this by developing a new, standardized methodology to measure poverty-fighting effectiveness.

Slingshot's three services lines (program evaluation, social impact investment advisory, and strategic projects) help us achieve three primary objectives in order to realize our mission:

1. Improve the effectiveness and outcomes of poverty-fighting organizations
2. Increase the allocation of financial resources to the most effective poverty-fighting efforts
3. Equip decision-makers with the insights and tools to make more evidence-based decisions

Each of our service lines is enabled by the knowledge and insights derived from our proprietary poverty-fighting impact studies. These are 3–5 month projects with poverty-fighting organizations to evaluate their effectiveness and measure their impact. The results of the impact studies identify opportunities that can enhance the outcomes poverty-fighting organizations create for their participants, help philanthropists identify nonprofits that are best positioned to achieve their desired objectives, and identify the root causes that decision-makers need to address to see lasting change.

### Development Operations Analyst role

Slingshot seeks a Development Operations Analyst to support efforts to activate stakeholders in ways that dramatically increase poverty-fighting effectiveness. This role reports to the Senior Vice President of Strategy & Development and supports Slingshot's stakeholder management, external communications, and development logistics. This is primarily an operational support role focused on systems, processes, written communication, and data management rather than direct stakeholder engagement or solicitation. Slingshot's stakeholders include nonprofit leaders, individual philanthropists, foundations, corporations, influential community leaders, elected and appointed officials, and our ultimate beneficiaries

- Memphians experiencing poverty. The role executes existing activities and practices while helping identify new opportunities to improve.

## **Responsibilities**

### *Stakeholder Management*

- Support the implementation of strategies for different stakeholder segments and customized approaches for specific individuals and organizations
- Coordinate meetings with various stakeholders, including outreach, objectives, preparation, and materials
- Manage Slingshot's stakeholder relationship management system (CRM), including data entry, data accuracy, reporting, analytics, and other activities

### *External Communications*

- Execute Slingshot's external communications strategy to raise awareness and help stakeholders use Slingshot's work in their poverty-fighting efforts
- Help maintain Slingshot's websites, emails and newsletters, and social media platforms and build Slingshot's public awareness and perception
- Track and analyze the effectiveness of external communications and identify evidence-based opportunities to improve performance

### *Development Logistics*

- Supervise event coordination for Slingshot's community and fundraising events, such as the annual MPACT Awards, annual investor meeting, and smaller investor events
- Support grant management, including identifying new opportunities, contributing to grant applications, managing existing grant requirements, and ensuring grant compliance
- Track and analyze the effectiveness of development activities and identify evidence-based opportunities to improve fundraising outcomes

## **Qualifications**

- Personal interest in alleviating poverty, innovating new solutions, and building equity
- Exceptional organizational skills, attention to detail, and quality of work
- Training or experience with data management practices, including data entry, data quality, data auditing, and data analysis
- Demonstrated ability to manage multiple workstreams concurrently, continually re-prioritize responsibilities, and successfully complete a large number of tasks
- Aptitude for communicating concepts in intuitive and easy-to-understand terms
- Involvement with event planning, coordination, and logistics across several events
- Experience with CRMs, email tools, social media platforms, and design software a plus
- Strong self-awareness and desire to receive feedback and continually improve
- Bachelor's Degree required
- At least 3-5 years of applicable full-time work experience

*If you are interested in this role, even if you do not have 100% of these qualifications, we would like to hear from you.*

### **Application**

Send your resume and a brief statement of interest to [careers@slingshotmemphis.org](mailto:careers@slingshotmemphis.org) with "Development Operations Analyst" in the subject line. Your statement of interest should describe why you are interested in working with Slingshot and how you feel Slingshot would help you achieve your professional goals. Slingshot will follow up with selected applicants to schedule interviews. Slingshot is an equal opportunity employer.