



## Donor Data Specialist

**Position Title:** Donor Data Specialist

**Reports To:** Donor Data Manager

**Current Staff:**

**Direct Reports:** None

**Office:**

Care Net HQ

**Exempt/Non-Exempt:**

Non-Exempt

**Date:**

March 1, 2021

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### Position Focus:

Under the supervision of the Donor Data Manager, the Donor Data Specialist supports the Development department in the area of donor database management, data integrity, information exchange, and reporting.

### Core Responsibilities

- Execution of Data Entry and Donation Imports into Donor Database as directed, including:
  - Importing gift data from various sources, both digital and offline
  - Website donation interface data management
  - Recording daily checks received at office
  - Importing direct marketing vendor campaign files
  
- Finance Support
  - Deposits daily checks: donations, accounts receivable, conference
  - Communicates coding of these checks to Finance
  - Assists Donor Data Manager in monthly reconciliation of gifts in donor database (SalesForce) with revenue in accounting system (QuickBooks)
  - Communicates and tracks giving program and matching program gifts between Finance and database
  
- Data Output
  - Ensuring data quality and precision through regular execution of data checks and hygiene procedures, in addition to writing and revising documentation of those procedures
  - Provide vendors with data exports as directed
  - Daily, Weekly and Monthly running of reports to Finance, Caging, Mail Vendors
  - Using provided report writing software, create and execute all reporting from donor database, including but not limited to:
    - Weekly department reports (revenue, number of donations, number of donors)
    - Major Donor reports for management team as needed
    - Mailing lists and reports required for Major Donor correspondences/events/etc.
    - Calling Lists for Internal Telemarketing Needs

### Other Duties as Assigned

### Conference and Other Events

- Travels to and performs duties, as assigned, at the Care Net annual conference

## Requirements

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Keeps Christ central in our individual and corporate lives and shares the Gospel of Jesus Christ. Attends and participates in daily staff devotions, regular prayer, and fasting
- Possesses a strong commitment and dedication to the pro-life position and related sexual purity/health issues.
- Bachelor's degree—preferably in IT, Business Administration, or similar—or equivalent experience.
- 2 years' experience and/or demonstrated aptitude working with databases, especially Salesforce, preferably Salesforce NPSP or NGOC
- Strong analytical, critical thinking, and problem solving abilities, including financial acumen
- Strong written and oral communications with interpersonal skills
- Highly detailed and organized
- Agrees with Care Net's Statement of Faith and Mission/Vision, and will seek to conduct him or herself according to the Core Values and Employee Conduct Policy

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Please forward a cover letter and your resume, and a writing sample to Jennifer Andreani, Director of Development at [jobs@care-net.org](mailto:jobs@care-net.org).