

Philanthropic Data Specialist

Position Description

Reporting to the Philanthropy Services Director, the Philanthropic Data Specialist manages the robust data, reporting and philanthropic technology needs for a dynamic and growing organization. The Specialist works alongside the Director of Philanthropic Services to oversee and manage the necessary processes behind gift and grant processing, and database administration; is responsible for using a variety of systems and tools to proactively produce and keep current all gift and grant data-related reports and analytics.

Named as one of the Top 10 Community Foundations in the US by Charity Navigator, the Princeton Area Community Foundation works to promote philanthropy to advance the well-being of our communities forever. The Philanthropic Data Specialist is a vital contributor to the Community Foundation's work to build the assets of the organization and achieve the organization's strategic goals.

DUTIES AND RESPONSIBILITIES

1. Database Administration

- Serve as lead constituent database administrator and expert to help ensure we have clean and accurate data about gifts, donor advised fund grants and contacts in Raiser's Edge/Raiser's Edge NXT, FIMS and Donor Central.
- Maintain a policies and procedures manual for data entry and data integrity in Raiser's Edge.
- Identify gaps in data; determine which features staff and fundholders should access and set access rights.
- Provide primary management of constituent data and fund information.
- Work with staff to identify, capture and pull constituent information and reports.
- Serve as administrator for Donor Central, and backup web administrator for giving pages.
- Maintain lists, and update annual donor information on website, mailing programs such as Constant Contact and other direct mail components as necessary.
- Assist with the dissemination of fund statements to all fundholders.

2. Asset-building Outreach, Analytics and Research

- Support Asset Building efforts by creating mailing lists, disseminating online and direct mail appeals, providing funder research, assistance with proposal and report preparation/distribution, and community outreach, staffing of review committees and docket preparation.
- Provide information for asset building reports and analysis; the financial audit and other information needs as necessary.

- Ensure ongoing, efficient use of the Foundation's prospect management system. Develop analytical and comparative queries, reports, charts and dashboards.
- Provide philanthropic data for board meetings, dashboards and general reporting needs.

3. Gift and Grant Administration

- Process and secure contributed stock, complex asset, PayPal, lockbox, and credit card transactions with support of the Philanthropic Service Associate.
- Train and supervise temporary data processing employee(s) at year-end, as necessary.
- Serve as back up to the Philanthropy Services Associate for the Foundation's grant processing and other administrative tasks as necessary.
- Along with the Philanthropic Service Associate, ensure the correct entry of all gifts and issuance of gift acknowledgement letters.
- Support the grantmaking function for fundholders.

4. Technology Support

- Provide technological support for donor and fundholder events.

Other duties as assigned.

Position Requirements

- Understanding of and strong commitment to the Foundation's goals and mission
- Highly proficient in MS Office Suite and demonstrated effectiveness working customized relational database, CRM system work preferred
- Demonstrated critical thinking skills with the ability to analyze complex information and recommend creative, practical and high impact data solutions
- Highly organized and attentive to detail, quality and accuracy
- Demonstrated flexibility and the ability to adapt to and support change across the Foundation
- Integrity, judgment, discretion, maturity and flexibility
- Strong work ethic, and a positive attitude
- Ability to juggle multiple tasks
- Self-starter able to work with minimal supervision
- Ability to work well with co-workers, and under pressure.

Salary/Benefits:

- **Salary:** Starting salary range starts at \$65,000
- **Benefits:** Comprehensive package offered
- **Hours:** Full-time position; hybrid

To Apply:

Please email a resume and cover letter to apply@pacf.org.

For this position, please address the cover letter to Mike Nuno, Sr. Director of Philanthropy.