

United Way of the Mohawk Valley Job Description

Position Title: Development Data Manager

Reports to: Director of Philanthropy

Position Status: Full-Time, Requires Flexible Hours, Hybrid schedule with in-person and virtual. This position requires a quiet workspace for privacy while on remote.

Position Summary:

The Development Data Manager will work closely with the fundraising team, finance team, and executive director to support the fundraising goals of United Way's dynamic organization. The Development Data Manager is responsible for developing and maintaining donor contact records, campaigns, funds, appeals and solicitations. The position will be responsible for managing department's mailings, submitting corporate grants, and support of events and volunteer projects.

Development Responsibilities:

- Serves as administrative support to the fundraising team and executive director, including scheduling meetings, creating, and managing calendar invites, preparing supporting materials, and sending reminders.
- Completes and tracks corporate grant applications in collaboration with fundraising and community impact teams.
- Problem solves special situations with finance team.
- Coordinates and prepares mail merges, appeals, acknowledgments, awards, thank you, and other resource development correspondence.
- Supports and participates in organizational activities and/or special events. Duties may include assisting with the planning and execution of the project and working registration table always ensuring volunteers have a meaningful experience.
- Responsible for management of campaign material inventory and supplies to ensure adequate supplies are available to support workplace giving campaigns.
- Participates in training, webinars, and seminars to keep abreast of industry and system's best practices and enhancements.
- Lead coordination and communications with other Global fundraising accounts and regional United Way's when there is a company with locations in other United Way service areas,
- Responsible for preparing, coordinating, and delivering campaign materials to companies.
- Send correspondence, manage RSVPs, and prepare materials for annual Employee Campaign Coordinator trainings.
- Complete yearly DBII report to United Way Worldwide by deadline.
- Pull donor information and provide ongoing campaign status as requested.
- Assist with the prospecting, research and outreach for current and new partners.
- Take meeting minutes for Resource Development committee and provide to Committee Chair and Director in a timely manner.
- Assist with Resource Development Strategic Plan efforts and follow through on its completion.

Responsibilities within Customer Relationship Management System (CRM):

- Primary responsibility for creating and updating campaign giving pages.
- Provide regular data entry to ensure accurate reporting of all fundraising efforts including maintaining accurate corporate and individual donor records in CRM database.
- Maintains quality of data including accurate company and individual donor records in CRM database.
- Processes all fundraising and campaign transactions such as, match requests and workplace contributions.
- Carry out creation of envelopes for miscellaneous, individual, corporate and employee pledge posting.
- Compiles necessary data and backup documentation for invoices and reports.
- Assists with campaign data management and provides reports as needed; to include but not limited to campaign performance, communication, donor information, compilation of recognition names for leadership giving roster and statistical analysis.
- Provides research and reconciliation for third-party processed accounts to ensure accuracy of reporting.

Qualifications - Education and Experience:

- Associates degree or 2 years' experience in similar role.
- 1 year experience using Salesforce a must.
- A background in finance is helpful.

Knowledge, Skills and Abilities:

- Excellent communication skills and attention to detail a must.
- Strong organization and time management skills with ability to multi-task.
- Ability to maintain confidentiality.
- Proficiency in Salesforce, Microsoft Office including Word, Excel, and Power Point is a must.
- Must have the ability to perform mail merges and learn new applications quickly.
- Excellence in grammar, spelling, and proofreading skills.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Additional Requirements:

- Position requires local travel. Valid driver's license and reliable transportation is required. Vehicle insurance and up to date registration is required. Travel mileage is reimbursable at the approved state rate.
- Ability to lift 30 pounds.

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Effective: November 2022