

SOUTHWEST INITIATIVE FOUNDATION JOB DESCRIPTION

POSITION: Data and Information Specialist

POSITION OVERVIEW:

The primary purpose of this position is to provide professional data processing, constituent management, and quality control in Pearl, our Microsoft Access based database system. We seek someone who is passionate about databases and enjoys the logic and problem solving that comes with mapping and working with raw data. The position also assists in implementing the overall goals and strategies of SWIF.

MAJOR DUTIES AND RESPONSIBILITIES:

1. General data entry.
2. Accurately processing all gifts received by the Foundation, including gifts to designated funds, from gift entry to generating receipt letters
3. Maintains database records including those used to track constituents and contributions; maintains accurate contact information for constituents, including e-mail addresses; transcribes, distributes and electronically files contact reports.
4. Produce queries related to specific data as requested
5. Prepare and distribute daily and specialized reports. Generates routine and customized reports of fundraising results, as well as grant, loan and financial statistics.
6. Generates mailing lists and labels
7. Accurately tracks and records loan information received by the Foundation
8. Conducts an ongoing clean-up of data, including process address changes from returned mail.
9. Manage, organize, maintain and provide user support for the database, including being the in-house liaison to the database vendor.
10. Develop and maintain standards for our database integrity and quality assurance.
11. Work with staff to produce standard operating procedures in the database.
12. Conduct audits and provide feedback to reduce errors and improve processes and performance.
13. Works as the backup in processing grant information within the database.
14. Participate in full-staff and other work-group meetings as appropriate.
15. Performs miscellaneous job-related duties as assigned including participation in all required staff meetings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Previous knowledge in maintaining and populating databases and computer files.
- Personable, motivated, flexible under pressure, and highly organized.
- Possess a drive for a high degree of accuracy and have strong attention to details.
- Demonstrate critical thinking and problem solving abilities.
- Must have experience in developing, directing and managing multiple projects.
- Must have excellent computer skills.
- Attention to detail and ability to organize and set priorities a must.
- Ability to overcome technical and non-technical challenges.
- Must be proficient in Microsoft Office Suite, particularly Access and Excel.
- Must be extremely analytical and detail-oriented to maintain a high level of data integrity.
- Skills to interpret needs of users to produce report output.
- Ability to communicate effectively, both orally and in writing.
- Ability to investigate and analyze information and draw conclusions.
- Ability to work independently and manage time effectively.
- Ability to coordinate work schedules.
- Knowledge of basic accounting.
- Knowledge of IRS requirements and rules for public charities beneficial.

MINIMUM JOB REQUIREMENTS:

1. Associate of Applied Science degree
2. Three years professional experience with database software
3. Extensive knowledge of Microsoft Office, Access, Excel and Word
4. Prior customer service experience a plus

COMPETENCIES:

Action Oriented, Approachability, Customer Focus, Functional/Technical Skills, Listening, Presentation Skills, Self Knowledge, Technical Learning, Time Management, Written Communications

REPORTS TO:

Senior Administration and Grants Officer

CLASSIFICATION:

Full-time, non-exempt

WORK LOCATION:

Hutchinson

The above statements are not intended to encompass all functions and qualifications of the position; they provide a framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.