



Nonprofit Donor Data Specialist Job Description

Purpose:

Responsible for the maintenance, enhancement, and functional use of the donor database to drive identification, cultivation, solicitation, and stewardship of nonprofit donors. Key actionable responsibilities include data management, quality assurance, integrity, reporting, and reconciliation. This role will collaborate with members of the Development and Finance Teams and report to the Director of Philanthropy.

Essential Functions

- Donor database data entry, accuracy and integrity
- Conduct daily data entry and categorization
- Perform regular audits on gift entry, administration, and acknowledgment
- Oversee agency website maintenance and perform regular updates as needed
- Import and export gift and donor information through multiple data systems
- Manage pledge and payment tracking and reminder process
- Provide data reports for reconciliation with Finance team
- Produce accurate and timely gift acknowledgment
- Responsible for entering and maintaining donor and prospect data
- Conduct prospect research
- Assist with wealth screening and other data overlays to support fundraising efforts
- Develop and produce standard and custom queries and reports
- Extract, segment, and analyze data to achieve fundraising goals
- Segment and pull lists for direct mail, event invitations, email lists, donor solicitation, and stewardship lists
- Develop and maintain fundraising reports and dashboards
- Other similar duties as assigned.

Minimum Qualifications:

Our ideal candidate is quality and solution-oriented, creative, customer-focused, adept at managing multiple priorities, and can provide excellent internal and external customer service consistently.

Knowledge/Experience:

- Requires a minimum of one-year paid experience in a similar role in a nonprofit setting (fundraising, development, and CRM management)
- Requires experience with donor management software programs, preferably EveryAction, Little Green Light, or Raisers Edge
- Highly proficient in Excel, Word, Share Point, various email software, and database software
- Superior organizational and planning skills
- Ability to multi-task and prioritize duties, take initiative and problem-solve while meeting deadlines
- Able to work a flexible schedule to attend all events and pre-meetings including infrequent but possible evenings and weekends

Education:

Minimum of associate's degree or comparable post-secondary course completion required, Bachelor's degree preferred in non-profit management, fundraising, communications, or a related field.

License/Certifications:

Possess an Arizona driver's license, insurance, and a vehicle to use in the performance of the job.

Additional Requirement:

Level One Fingerprint clearance card or the ability to obtain one

**Status:**

Full-time/Non-Exempt, 40 hours/week.

Hours:

Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes.

Compensation: \$17 to \$20 per hour depending on experience

Benefits:

TCAA is committed to providing a robust additional benefits package to complement compensation. This package includes paid holidays, vacation, and sick time accrual that increases with tenure, as well as medical, dental, and vision insurance, Employee Assistance Program, life insurance, disability benefits, health savings account, and retirement. Additionally, TCAA pays 100% of the employee premium for the medical insurance plans.

TCAA is an Equal Opportunity Employer