



*Opening Windows  
to God*

## POSITION DESCRIPTION

<b>Position:</b>	<b>Data &amp; Gift Specialist</b>
FLSA Status:	Full time, Non-exempt
Reports to:	Data Manager
Department:	Development
Date:	August 27, 2024
Location:	Greenwood Village, CO office

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**General Description:** The data & gift specialist is a key member of the data team, holds primary responsibility for gift processing, and supports the data needs of development operations and all programs. The data & gift specialist assists the data manager to ensure the maintenance, security, and usability of the organization's data, as well as manages the varied needs of each department. Additionally, this position performs gift processing & acknowledgment duties, a key function within development and an important connection with our donors. This role collaborates extensively with the assistant director – development operations as well as with members of the finance team. The ideal candidate possesses experience working with Raiser's Edge NXT, brings familiarity with accounting practices, has well-developed interpersonal skills, possesses an acute level of attention to detail, and understands the importance of maintaining donor privacy.

### Primary Responsibilities

#### Data Support (60%)

- Respond to the data needs of the organization and each department/program within the organization by importing and exporting data into and out of RE-NXT.
- Monitor and maintain the health, security, and integrity of the databases.
- Build profiles to aid in the automated import of constituent information to streamline and improve data quality.
- Develop and implement data retention and archive policies to ensure compliance with regulatory requirements.
- Create and maintain documentation of database systems, including data dictionaries, user manuals, and standard operating procedures.
- Train and support end users in the effective use of database systems, including data entry, retrieval, and reporting.
- Collaborate with the IT team to ensure the integration of databases with other systems and applications.
- Become an expert in RE-NXT and provide support to others as needed.

#### Gift Processing (40%)

- Answer gift-related communications (e.g., credit card information, gift of stock information, cash gifts, and requests for receipts).
- Process all gifts (e.g., checks, online, special appeals, recurring, etc.), record them in RE-NXT, and make bank deposits; maintain all data integrity related to donor management.
- Manage and produce gift tax receipts, including annual setup, copywriting, delivery, and consolidated receipts at year-end.

- Enter actions in RE-NXT from contact with donors.
- Work with finance to ensure RE-NXT and Financial Edge gifts reconcile, with the support of the assistant director – development operations.
- Document procedures and update processes as needed.

### **Other Responsibilities**

- Assist the data manager with preparation of database management reports.
- Help ensure redundant data and gift processing capabilities exist within development.
- Maintain records related to the organization's email marketing tools.
- Provide backup administrative support to the finance director and accounts manager, as able.
- Support and understand the purpose of Adventure Unlimited and *Guiding Principles and Practices* of staff.
- Participate in other organizational functions, including staff projects, meetings, and conferences.
- Performs other duties as assigned by the data manager.

### **Qualifications**

#### Dedication to Christian Science

- Devoted to the study and application of Christian Science and live in accordance with its teachings
- Member of The Mother Church and/or active Christian Science branch church member; class instruction desirable

#### Knowledge/Skills/Abilities

- Experience as a database specialist or similar role, with an understanding of database management systems and concepts.
- Analytical and problem-solving skills, with the ability to identify, troubleshoot, and resolve database performance and security issues.
- Proficiency in database backup and recovery procedures, as well as disaster recovery planning and execution.
- Experience with database security and access controls, including user management and permissions.
- Strong communication and interpersonal skills, with the ability to collaborate and effectively communicate technical information to both technical and non-technical stakeholders.
- Ability to prioritize and manage multiple tasks and projects simultaneously, while meeting deadlines.
- Strong understanding of data privacy and protection regulations.
- Ability to maintain donor privacy.
- Strong attention to detail.

### **Education/Experience:**

- Bachelor's degree preferred
- Background in Raiser's Edge NXT preferred
- 2-3 years of relevant experience preferred

**Benefits:**

This is a 12-month, (100% FTE) full-time, non-exempt position with offered benefits as detailed in the employee handbook including healthcare provision, life, vision, dental, STD, vacation and personal time accruals, and an employer-match retirement savings plan. The hiring range is \$23.50 – \$26.00/hr, depending on experience.

**Work Environment and Physical Demands:**

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.