

Gleaners Community Food Bank of Southeastern Michigan

Job Description

Job Title:	Director of Data Analytics
Reports To:	Sr. Director of Marketing
FLSA Status:	Exempt
Department:	Development
Last Update:	Draft September 2019

This position works with the Development team to manage the relationship aspect of the Gleaners' donor database (Raiser's Edge). This position will conduct and oversee prospect research and wealth screening and support all fundraisers by developing targeted lists, setting up regular reporting, helping identify new portfolio assignments for fundraisers, helping evaluate the success of specific fundraising activities, and generally serve as a resource for the organization. This position will work with the Development and Data teams to assure full and accurate utilization of the Raiser's Edge database to maximize results-oriented relationship management across the organization.

Essential Functions/Major Responsibilities:

- Manages entry of all biographical updates, events, stewardship activities related to relationship management;
- Serve as the main Development liaison with the Data staff, including communication on campaigns, updating appeal codes, and fielding inquiries.
- Trains, coaches, consults Gleaners' staff on Raisers Edge processes and procedures in support of fundraising and other relationship management initiatives.
- Assures accuracy and integrity of donor and prospect information in the database, based on research findings, staff assignments and ratings, and proposal data;
- Help devise tracking and managing fundraising activity and researching findings for the purposes of assisting all staff involved in fundraising on cultivation/solicitation strategies for prospects;
- Proactively research, segment, and propose prospect assignments for fundraising staff;
- Updating information on prospects and reactive research from staff solicitors and leadership;
- Working collaboratively and cross-functionally, ensures synergy among relationship management and fundraising tools across Gleaners' departments;
- Determine how to utilize data base for foundation proposal/grant tracking;
- Audit all financial donations to ensure accurate tracking, acknowledgment;

- Serves as lead for all Raisers Edge prospecting reporting for internal use, providing timely and accurate reporting and/or data analysis, contributing to strategic decision making and regular progress monitoring;
- Manage the information gathering and tracking of fundraising campaigns against budgetary estimates and assist in the creation of donation forecast information for Finance;
- Work with Data and Finance to ensure proper execution of database best practices.

Scope of Position:

Budgetary Responsibility: Moderate

Access to Confidential Info: High

Community contact: Low

Donors: High

Volunteers: Low

Food Partners: Low

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's degree in related field required.
- Demonstrated analytical skills, knowledge and experience in donor relational database systems (minimum of 2 years)
- Previous experience working in an advancement/fundraising arena
- Proven competencies in software applications and programs, Raiser's Edge or other relational databases.
- Strong oral and written communications skills.
- Professional and willing to serve as a gatekeeper/leader on using Raiser's Edge to its full capacity
- High attention to detail, follow-up and excellent organizational skills
- Curious, adaptable, flexible and resourceful
- Ability to evaluate, gather, analyze, and visualize data
- The ability to function professionally under pressure, while managing multiple concurrent projects and deadlines;

Computer Skills

Microsoft Office, including Excel, Word, and Power Point. Excellent word processing and file management skills

Work Environment

The standard work environment is an office setting with fluorescent lighting and temperature and humidity controlled by air conditioning and heating. The noise level in the work environment is usually low.