

Mercy Education Project Position Description

Title: Development Data Specialist

Description: Mercy Education Project provides educational services for girls and women from low-income families primarily in southwest Detroit. This is a part-time, hourly position (20 hours per week). Under the supervision of the Director of Development and Marketing, the Development Data Specialist (DDS) is responsible to enter and manage donor, gift and grant information in Raiser's Edge software. The DDS assists with special projects around fundraising and stewardship as needed. We offer flexible scheduling during the candidate's 20 hour work week. Pay range \$18-20/hour.

Summary of Responsibilities:

- Process daily gift mail and enter gift information and other constituent data into the Raiser's Edge donor database
- Process all gift acknowledgements using data from Raiser's Edge queries, data exports and mail merge, meeting weekly deadlines
- Fulfill donor intentions per tribute gifts
- Process and maintain matching gift and recurring gift records
- Generate mailing lists for appeals, events and other campaigns
- Establish, maintain and update new and existing constituent and event records
- Initiate individual and database-wide corrections to increase data integrity on a regular basis
- Perform regular data audits
- Perform monthly reconciliations with QuickBooks reports including monthly credit card report
- Assure proper coding and soft crediting in Raiser's Edge
- Assure that returned mail, change of address and NCOA updates are handled promptly and accurately
- Run weekly reports for the Director of Development and Marketing
- Create and run queries, reports and mailing lists as requested
- Update configuration, tables, attributes, etc. as needed in Raiser's Edge
- Assist the Director of Development and Marketing in increasing fundraising success through analysis of donor giving levels and trends, development of new donor acknowledgments and cultivation, and development of increased donation metrics to guide the department
- Write database documentation including procedures and definitions
- Other data, clerical development tasks as assigned

Required Qualifications:

- Associates Degree
- 3+ years of experience working with Raiser's Edge fundraising software
- Demonstrated knowledge of database best practices and procedures
- Demonstrated experience using Microsoft Office Suite including MS Word and Excel
- Demonstrated strong organizational and conceptual skills with an eye to detail
- Demonstrated strong communication skills both verbal and in writing
- Demonstrated ability to meet pressing deadlines

Interested applications should submit cover-letter and resume to mep@mercyed.net.
Mercy Education Project is an equal opportunity employer.