

## **Data Specialist Position Description**

Reports to: Director of Development and Advocacy

Classification: Part-time

### **Purpose of the Position:**

Working under the supervision of the Director of Development and Advocacy, the Data Specialist is responsible for the management of Sussex County Habitat for Humanity's donor database. The primary objective of this position is to ensure data is up-to-date and used efficiently to support Sussex County Habitat for Humanity's mission including donation acknowledgements.

### **Donor Stewardship:**

- Prepare gift acknowledgement letters, Board Thank You notes, New Donor Letters, Anniversary Cards and make Thank You calls.
- Compile appeal mailing lists.
- As appropriate, provide prospect research for CEO and Director of Development and Advocacy.

### **Database support:**

- Serve as the primary lead for the donor database, including its infrastructure, protocols, data entry systems, gift processing and report writing (Blackbaud Raiser's Edge NXT).
- Identify and implement processes and improvements to ensure the integrity of the database, including troubleshooting/identifying inconsistencies and making corrections. Work closely with the accounting department to ensure integration of department activities.
- Specific Database Tasks Include:
  - Build queries
  - Run reports
  - Implement moves management tracking and communication processes.
- Work with organization leadership to conduct database management trainings to increase database skill and generate organization-wide database procedures and expectations (in conjunction with critical staff).

### **Skills:**

- Excellent organizational skills and attention to detail.
- Proficiency with Microsoft Office including Word and Excel.
- Good understanding of private philanthropy as it relates to a not-for-profit organization and a knowledge of fundamental disciplines of resource development.

- Excellent written and oral communications skills.
- Demonstrates experience and excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board members, donors, partner families, and volunteers.
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions.
- Ability to maintain a high level of confidentiality.

**Preferred:**

- BA/BS degree.
- One to three years' experience in resource development, nonprofit or related field.
- One to three years' experience working with a development database.

**Application Process:** Please send a letter of interest and resume to [apply@sussexcountyhabitat.org](mailto:apply@sussexcountyhabitat.org). Include "Data Specialist" in the subject line.