Position: Campaign & Community Services Data Manager

Position Description:
This position is responsible for preparing, coding, entering, and auditing transactions for the donor database management system. Accuracy, efficiency and timeliness of processing are all vital aspects of this position. The donor database management system is an organization-wide database. Further, this position is responsible for marketing the campaign in conjunction with the Executive Director.

Responsibilities of the Job:
• Plans, organizes and executes all events related to the Greater Longview United Way Annual Campaign and Fundraising.
• Prepares data by reviewing documentation and retrieving transaction substantiation prior to entry into the system.
• Accurately enters alphabetic and numeric data daily by following data entry techniques and established procedures, and reporting needed changes.
• Codes transactions in alignment with intent and reconciles the donor database management system with the General Ledger (Finance Director).
• Verifies entered data by auditing transactions prior to release in the system.
• Preserves donor confidence by maintaining donor confidentiality and respect.
• Communicates with processors regarding reporting needs.
• Assists with running database queries, exports reports and verifies accuracy of data.
• Assists with providing staff training on database functions as needed.
• Helps with the preparation of annual Database 1 & 2 reporting to United Way Worldwide.
• Contributes to the team effort by providing all reporting data required throughout the year (specifically annual campaign data). Also contributes to the team by accomplishing related administrative work and duties including assisting with mailings, photocopying, monitoring supplies, faxing, electronic filing, and other assignments as requested.
• Proactively understands the goals of the organization and how to effectively and efficiently coordinate workflow and keep tasks on schedule.
• Oversees the Special Events committee, and serves as liaison to the Executive Director.

Hiring Range: FT Position

Education Requirements:
• 3 + years of data entry work experience; nonprofit development office experience or basic accounting experience preferred.

Experience Required:
• 3 + years of data entry work experience; nonprofit development office experience or basic accounting experience preferred.
• Experience with database management systems and/or accounting software.
• Solid computer skills with emphasis on Microsoft Office Suite (Word and Excel) including intermediate spreadsheet proficiency as well as Google G Suite (Gmail, Docs, Sheets, etc.)
• Excellent organizational skills, impeccable attention to detail.
• Strong communication skills (oral and written), positive, proactive can-do attitude, customer relations focus, and strong community service ethic.
• Must be able to handle and maintain confidential information in a professional manner.
• Valid driver’s license and reliable vehicle.

Please send all inquiries and resumes to Dr. Evan Dolive, Executive Director, Greater Longview United Way.