

Donor Data Specialist

Who We Are

Water Missions International is a nonprofit Christian engineering organization providing sustainable safe water and sanitation solutions for people in developing countries and disaster areas. Safe water is the source of life. It is the foundation for health, education and viable economies. Through the generous support of individuals, churches, our corporate partners and many others, Water Missions International has brought relief and hope to more than 2.5 million people across the globe. Today, Water Missions International (WMI) provides access to safe water for over 2 million people throughout the world. Additionally, WMI operates 10 country programs in South America, Africa and Asia and has served 52 different countries on 5 different continents. Our faith and belief in the sanctity of life compel us to develop and implement the best technologies and community development programs so God will be honored and glorified through our work. Our mission is to be a best in class Christian engineering ministry that transforms lives through sustainable safe water solutions.

Position Purpose

This full time position, reporting to the Donor Care Manager, is responsible for day-to-day gift processing and acknowledgment, donor data accuracy and quality assurance for the ministry's constituent data base, The Raiser's Edge. The Donor Data Specialist also provides general support for donor care and for other Development Department initiatives.

Position Roles and Responsibilities

- Executing daily gift process while working with gift processing team and accounting; must reconcile items as necessary.
- Exporting data for input into accounting system.
- Managing acknowledgement, receipting, and tribute card process.
- Maintaining constituent files by timely and accurate data entry; generation of monthly metric reports; design and production of queries, lists and other reports for unique purposes.
- Researching gift process and data hygiene best practices; making updates and documenting procedures as necessary.
- Communicating with donors/constituents, by phone and email, regarding donor needs, inquiries, updates to credit cards, etc.
- Supporting donor cultivation by research and analysis as needed; production of reports that support cultivation of major gifts, planned giving, etc.
- Tracking Matching Gift companies and pledges.
- Providing general support for the Development Department, including special events logistics and staffing, community outreach and other duties as assigned.

Position Qualifications:

- BA or BS Degree

- 1 to 3 years' experience in donor relations in a nonprofit setting
- Demonstrated proficiency managing The Raiser's Edge or other CRM/database
- Experience designing and running queries, generating reports, error tracking and resolution, and troubleshooting database problems
- High level of integrity and excellent judgment handling sensitive and confidential information.
- Pro-active approach to problem-solving and task accomplishment, team-player with ability to build relationships in the work environment
- Comprehensive computer skills, including developing spreadsheets via Microsoft Excel
- Attention to Detail
- Database Management
- Excellent verbal and written communication skills

Interested, qualified applicants should apply at: <http://www.watermissions.org/employment>