THE MICAH PROJECT
JOB OPPORTUNITY

JOB TITLE: Donor Data Management Specialist

REPORTS TO: U.S. Director of Development

ABOUT US:

The Micah Project is a non-profit organization in Tegucigalpa, Honduras, with three group homes for young men and boys, an outreach to street-connected youth, and a variety of other ministries in our community.

Our primary mission is to help the young men in our homes, all of whom spent anguished childhoods on the streets or in impoverished homes, find freedom, family and futures in Jesus Christ through discipleship, therapy, education, opportunities to develop their talents, and service to others. Our goal is to support these young men as they learn to live out our theme verse, Micah 6:8, which tells us to "act justly, love mercy and walk humbly with your God."

Although our mailing address is in Houston, our development and finance teams work remotely from various cities throughout the US.

POSITION SUMMARY:

The Donor Data Management Specialist will work with the development team to implement process improvements that increase the team's capacity to identify, research, cultivate, thank, and retain donors. This position will be responsible for populating and maintaining the donor database which will include management of our existing gift processing systems as well as finding and developing new ways for our donors to give, creating reports, analyzing data, and reviewing trends. The position will also support the finance function with various expense tracking tasks.

micah project
freedom, family and a future in Christ

RESPONSIBILITIES:

- Obtain donation data from various gift processing systems (bank lockbox, credit card processors, etc.)
- Enter donations in donor database (Bloomerang) on a timely basis (daily/weekly)
- Reconcile donations to bank activity (daily/weekly)
- Track deposits in transit
- Send donor acknowledgements via email and mail year-end tax letters
- Send hand-written thank you cards to select donors; coordinate with volunteers who desire to participate in this activity
- Work with credit card processors and website developer on integration to populate donations in the database automatically
- Database clean-up (merge donors, update addresses, etc.)
- Keep Constant Contact database in sync with Bloomerang
- Assist with donor credit card changes/renewals
- Liaison with brokers on stock donations
- Follow up on any notes included with donations
- Track donations related to fundraisers
- Prepare 5-year donor table for tax reporting
- Other projects (donor trending reports, etc.)
- Track and code credit card expenditures

COMPETENCIES/SKILLS REQUIRED:

- **Data Management** – Collect all appropriate data in an effective and confidential manner while ensuring data integrity.
- **Accuracy and Attention to detail** - Demonstrate precision in work and a desire for excellence.
- **Planning/Organizing** - Plan and prioritize to execute on tight deadlines, use time efficiently, and demonstrate sense of urgency.
- **Reconciliations** – Ability to troubleshoot, identify and track differences, resolve discrepancies, etc.
- **Initiative** – Take proactive steps to manage and/or improve all work tasks and operations. Identify and resolve problems using good judgment in a timely manner. Work independently as part of an entrepreneurial team.
- **Computer Literacy** – Proficient in the use of Microsoft Office products, especially Excel. Ability to implement new technology to improve processes.

BENEFITS:

Part-time, flexible schedule. Work remotely. Interact and collaborate with a group of talented, compassionate individuals. Support the mission of making a difference in the lives of the street connected youth we support.

APPLY NOW:

Send a cover letter and resume to Becca Bell at **micahprojectbells@gmail.com**.