



Data Specialist Job Posting

Are you interested in supporting local community members and families during challenging times? Do you have the skills set and experience necessary to manage and enter well-organized information into the databases in our programs, development and accounting spaces?

Are you looking to grow, have fun, and make a significant impact? If so, we encourage you to apply for the Data Specialist position at TLC.

If you are interested in applying for this position, please email your resume, a cover letter and at least three references to JobPostings@Tri-LakesCares.org. Please be sure to include "Data Specialist" in the subject line.

Job Title: Data Specialist

Hours: Part-Time 35 hours a week

Hiring Process & Timeframe:

- We will review applications on a rolling basis until the position is filled
- We will contact those applicants in whom we are interested and invite them to a 30-45 minute interview
- Finalists will be invited to a second round of interviews and we will make an offer shortly thereafter
- We are looking for someone to start right away but we will work with the candidate to allow them to give respectful notice to their current employer

Summary of Function

The Data Specialist is involved in several aspects of Tri-Lakes Cares. Reporting to the Development Department, this role is responsible for ensuring the data needs of the organization are reliable, is responsible for key data entry and various reporting needs which are provided to other functions throughout the organization. This role works closely with all departments to support their data needs. Tri-Lakes Cares utilizes several data systems to determine the needs of clients, assess financial health, and support fundraising needs. This role is responsible for supporting the Director of Development.



Essential Job Functions

10% Data Analysis and Reporting

- Design and generate reports for Director of Development, Executive Director, and other leadership staff, as needed
- Provide actuals, budgeting, & forecasting data used by all departments
- Ensure timely entry of data to be used in board reports, grant reports, annual reports, and other reports

15% Donor Database Management (Bloomerang)

- Ensure accurate and timely entry of all gifts in Tri-Lakes Cares donor database, updating all donor information, and noting activities such as donor interactions, tours, and event information
- Updating the Development Team on mid-size and major gifts as well as substantial interaction or occurrences with donor relations
- Ensure donor database records are current, accurate, and meet organizational standards
 - Accurately entering donor information and gifts (cash, check, credit card, pledge, etc.)
 - Routinely conduct data clean-up, especially prior to appeal mailing
 - Maintain proper documentation of best practices, procedures, and conventions for data and database use
- Analyze donor and prospect activities and opportunities within various donor segments

- Cross-reference recurring donor list and monthly income to ensure automated donations are processed correctly and received

40% Program Database Management (EmpowOR)

- Complete client data entry for critical weekly and monthly reporting requirements including but not limited to:
 - Submit monthly counts and reports to appropriate staff
 - Corporate, community, and agency food donations,
 - Weekly and monthly food reports as required by client service partnerships
- Organize client service documentation for recording in TLC's client services database
- Enter bulk service and food service entries into TLC's client database
- Enter food services into TLC's client database
- Serve as the staff liaison between TLC and the IT support of EmpowOR for TLC's client services database to help monitor reporting errors, test database upgrades, and resolve technical issues

30% Accounting Database Management (Quickbooks)

- Data entry of all company accounts receivables and payables
- Work closely with Director of Development and Accounting Manager to correctly code donations, reconcile monthly and resolve discrepancies
- Enter staff credit card transactions
- Organize & file staff timesheets
- Enter all In-Kind journal entries

5% Other Duties

- Performs related work as required by Director of Development or Executive Director
- Operate within the department budget, submit invoices for payments in a timely manner and document and submit all products/services to be booked for in-kind purposes
- Serves on internal committees as requested
- Some work may be required during evenings or weekends 8-12 a year
- Occasional attendance at seminars and training sessions

Position May Include the following

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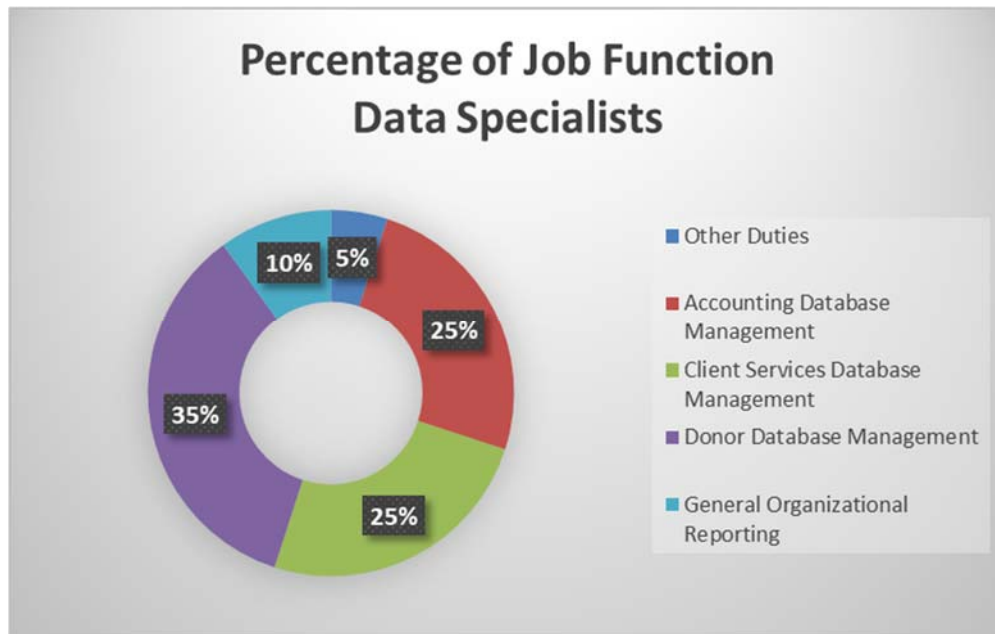
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Our culture, values and what makes us awesome:



We value providing staff with options for a flexible work schedule to promote work-life balance. We are an easy-going and family-friendly group who loves our dog-friendly environment (on days when we are not open for walk-in client services). We want to work with others who have a desire to serve our community, and we welcome and encourage energetic conversations across diverse perspectives and challenge each other respectfully. We take time to get to know each other and support each other to learn and grow. We value a good sense of humor and find fun and joy in our work. We do serious work, but we do not take ourselves too seriously!

We are thoughtful about our privileges and how they affect our interactions with others and we actively listen and are open to feedback and suggestions for improvement. We are not afraid to change course as more information becomes available and we value courageous conversations that may lead to the positive transformation for our organization. We operate in a DFZ (Drama Free Zone), work as a team, and all play a part in TLC's successes. TLC has a supportive and empowering board of directors and we promote a professional and respectful environment among all team members by providing opportunities to attend trainings and engage in professional development opportunities to increase our knowledge and improve our professional skills.



Essential Requirements and Responsibilities:

- Commitment to TLC's mission and values of teamwork, integrity, transparency, compassion, inspiration and inclusiveness
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people and organizations
- Knowledge of TLC's programs
- Understanding and ability to relate to a diverse set of clients and needs
- Pleasant demeanor and an ability to have fun while working!!!
- Love of continuous learning

Experience, Knowledge, and Skills:

- Strong written and oral communication skills
- Organizational skills to efficiently manage workload
- General knowledge of how to generate effective data reports
- Computer literacy skills and knowledge of Microsoft Office
- Ability to communicate data in understandable ways for various personalities and work environments
- Experience in program management

Preferred Qualifications:

- Minimum high school diploma, preferred college degree in social work or information technology or related field preferred
- Experience working with a non-profit organization
- Experience working with QuickBooks and SQL based databases
- Desire to "give back" to the community

Compensation and Benefits:

Typical Hours of Work: This non-exempt position usually works 35 hours per week. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked. A flexible schedule (outside of critical client services hours) is available and past employees in this position have worked Monday through Thursday, with fewer hours on Fridays.

Pay Range: Depending on experience, this position pays __\$16.75__ to __\$18.75__ per hour.

Health Insurance: TLC offers health insurance to employees who are regularly scheduled to work 40 hours per week.

Paid Holidays: Seven paid holidays per year

PTO Accrual: Based on years employed and hours worked, see chart below.

Years of Employment	Accrual Per Hour Worked
Hire date through the first year of service	0.0308
First anniversary date through year three of service	0.0500
4th anniversary date through year six of service	0.0693
7th anniversary date and above	0.0885

Organizational Relationships

Reports to: Development Director

Physical Demands

The work is often sedentary with light physical activity. Typical positions require workers to sit for long periods with occasional walking; lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate keyboards or other mechanical devices. The work requires the ability to speak normally and use normal or aided vision and hearing.

FLSA Status

Non-Exempt

TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes

Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.