

Position Opening – Development Data Specialist

Full-time

Pay: \$24.00/hour + benefits package which includes the following:

- Generous PTO accrual
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance paid by DAIS
- Short-term & Long-term Disability plans paid by DAIS
- Employee Assistance Program
(provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training

DAIS is seeking a Development Data Specialist to join our team. The Development Data Specialist oversees and ensures the integrity of DAIS' donor database, including data analysis and reporting; driving the successful execution of gift processing, acknowledgments, and stewardship tasks; and providing organization-wide support through a combination of ongoing and special projects. Day to day tasks include processing of all gifts received by mail and online, including checks, credit and debit cards, ACH, stock transfer, and in-kind gifts, processing recurring gifts for sustaining donors, managing recording of one-time and multi-year pledges from individuals and organizations, and preparing and sending donor acknowledgements, pledge reminders, and invoices. Additionally, this position also provides support for development activities, including responding to donor questions, scheduling team meetings and other internal events, and supporting special events.

About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

Primary Duties

- Data Entry and Reporting – Maintain integrity and quality of Raiser’s Edge (RE) database from online gifts, pledges and payments received for all campaigns, events and initiatives
- Stakeholder Engagement and Outreach – Coordinate donations and works closely with program staff to match needs; respond to information requests from donors and the public
- Event Planning and Development Support - Provide logistical support for events, coordinate community events, represent the organization as needed and track and support the team’s efforts related to grant writing and proposal submissions.

Qualifications:

Our clients come from all different backgrounds, and **so do our employees**. If you’re passionate about what you could accomplish here, and you meet the minimum requirements of the position, we’d love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

Required:

- A bachelor’s degree is preferred, though relevant work experience may be considered in lieu of a degree.
- A minimum of three years providing administrative support or equivalent related experience required.
- Ability to handle confidential information and materials with appropriate discretion required.
- Working knowledge of and experience with Excel, PowerPoint, and Word required
- Excellent communication (verbal and written) and customer service skills required
- Ability to work independently, problem solve, take initiative, and exercise appropriate professional judgement required.

Preferred:

- Experience with database management (e-tapestry or Raiser’s Edge is a plus) preferred.
- Experience successfully implementing projects that include data and system Integrations preferred.
- Working knowledge of basic accounting principles preferred
- Authorized to work in the United States without sponsorship.

How to apply:

- **Submit the following 3 things:**
 - ✓ Cover letter – tell us a little about yourself
 - ✓ Resume – tell us what you’ve done in the past
 - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
 - Via email as an attachment to: daisemployment@abuseintervention.org
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)