



SAY Sí Seeks: Database Whisperer and Fundraising Help

Position: Data and Development Associate– see attached Full Job Description

Schedule: Half-time to Part-Time Non-exempt from Fair Labor Standards Act

Start Date: Summer 2022

Chief Responsibilities: Salesforce Database Maintenance, Donor Relations, Fundraising support

Position Starting Rate: \$17/hr; 20 – 30 hrs/wk

Benefits at Start Date:

- Workers' Compensation

This compensation is in addition to federally mandated Social Security and Medicaid employer matches.

Benefits after a 3-month introductory period:

- Sick Leave (3 Days per calendar year, detailed in SAY Sí's Employee Handbook)

Starting Schedule: M - F Saturday & Sunday Off

Hours fluctuate during events and meeting schedules, and can change in the summer.

Qualified Applicants should have/do the following:

- Commitment to SAY Sí's mission, vision and core values
- Must have enthusiasm for honoring youth voice and sharing power with youth
- Believe in the power of art and creativity as agents for change and equity
- Degree in job related field encouraged but equivalent experienced considered
- Experience working with/teaching/mentoring youth
- Salesforce experience or other CRM/database platform
- Must have good organization, management and communication skills, with a demonstrative ability to plan and organize multiple projects
- Comfort with feedback and constructive criticism
- Computer proficiency with an emphasis on Microsoft Office, GSuite Applications and web-related navigation
- Strong personal integrity
- Strategic thinker and planner
- Sense of humor and open, collaborative spirit
- Commitment to creativity and passion for the arts

To Apply:

All potential candidates will need to submit their **cover letter, resume, CV, recent work samples or link to online portfolio and a letter of recommendation to coleaders@saysi.org**

Email coleaders@saysi.org with Subject Line: Data and Development Associate Application

Submissions will be accepted until position is filled. **NO PHONE CALLS PLEASE.**

SAY Sí does run background checks on all employees.

Applicants will be asked submit information for a background check if considered, at time of application or interview applicant is welcome to address any issues or concerns pertaining to their background check or application.

Position Title: Data and Development Associate, Seasonal Part-Time Position

FLSA Status: Exempt

Reports To: Development Manager/Co-Executive Directors

Mission: *SAY Si ignites the creative power of young people as forces of positive change. We value artists, empower marginalized communities and advance culture. SAY Sí defines marginalized communities as people of color, women, LGBT+, and the economically disadvantaged. Learn more at <http://www.saysi.org/>*

Position Summary: Under the direction of the Co-Executive Directors, the Data and Development Associate can provide strategic administrative support for all aspects of the Development department. Understanding the various streams of funding supporting the organization, the Data & Development Associate maintains the organization's donor database (Salesforce) and a suite of products necessary in donor relation efforts. They will work collaboratively and cross-departmentally to ensure that executive leadership, staff and Board members have the tools to be successful in their fundraising roles.

Annual Organizational Budget: \$1.1M

Essential Duties and Responsibilities: Donor and Funding opportunity data entry, Analysis, and Reporting; Will collaborate and support organization's annual giving campaigns; supports fundraising events; conducts research on prospects (individuals and foundations) for the annual campaign and capital campaign and creates presentable findings and recommendations; tracks institutional grant proposal and reporting deadlines; supports donor cultivation and stewardship including acknowledgement letters and other thank yous; and, supports all aspects of other fundraising appeals, as required and able.

Database Management: Updates SalesForce; supports protocols and guidelines for data entry; provides support and training to staff on the database and related systems; build queries, reports, and dashboard for executive leadership, development, events team, etc.; potential to build and maintain online forms including but not limited to donations, monthly giving, volunteers, and more; administers membership portal and provides customer support to members; imports and exports information to/from the SalesForce in relation with other systems (i.e. Click'n Pledge); supports administrative staff with merchant service to process credit cards, issue refunds, and update credit cards.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Our team is highly collaborative and works together to ensure the success of programs, events and fundraising efforts.

Competencies and Qualifications: Strong organizational skills and attention to detail; proficiency and previous experience with Salesforce or other donor-related databases; facility and comfort with technology and enthusiasm for learning new functions and products; excellent interpersonal skills and ability to work collegially with a team; excellent written and oral communication skills; comfortable working in a fast-paced environment, including multi-tasking and meeting required deadlines; ability to work occasional weekends and evenings; positive attitude, strong work ethic and highly responsible with confidential data.

Education: Bachelor's degree from four-year college or university; or one to two years related experience and training; or equivalent combination of education and experience.

Schedule: Flexible minimum-part-time to part-time schedule through December 2022. Our administrative offices are generally open from 10 a.m. to 7 p.m., Monday through Thursday and 9 a.m. to 5 p.m. Friday and Saturday. Schedule subject to change, may include weekend and evening hours. Hours to be determined based on applicant's schedule and program calendar. In-person preferred; hybrid remote/in-person schedule negotiable.