



GREATER FARALLONES ASSOCIATION

Greater Farallones Association: Data Manager

BACKGROUND: The Greater Farallones Association is a nonprofit located in the Presidio in San Francisco whose mission is to ensure the Greater Farallones National Marine Sanctuary remains an ecologically diverse and globally significant ocean environment.

POSITION: The Data Manager reports to the Development Director and is responsible for the following:

- **Management the Greater Farallones Association's CRM** - be the in-house database expert and provide training and assistance to other database user as needed; collaborate with Finance Officer to maintain accurate records; train staff and set up user profiles; Maintain software, implement upgrades and recommend changes if deemed necessary; Maintain integrity of data in Salesforce donor database by creating and using policies and procedures for consistent data entry, data review and reporting
- **Payment processing** - enter incoming payments into Salesforce and send acknowledgement letters for individual donors and foundations; manage online payment system (Click N Pledge); Perform duties and responsibilities as the "matching gifts officer" with all matching gift organizations; Insure timely input into Salesforce of all cash/stock gifts, pledges/pledge payments, recurring gifts, matching gifts and in-kind donations; import donations from peer-to-peer fundraising vendors
- **Data entry, analytics and reports** - pull reports and analytics on campaigns, appeals and other outreach efforts as needed; provide timely and accurate creation and generation of queries, reports and analysis as requested from Development Team and/or Management Team; Prepare year-end donor statements
- **Donor research** - create profiles for new donors, wealth scores, etc.

QUALIFICATIONS:

- Demonstrate strong commitment to the mission of Greater Farallones Association
- Previous database and/or fundraising experience in a non-profit development environment
- Ability to work independently as well as in a team environment; highly sensitive to timeliness and responsiveness necessary to meet the information needs of a fast-moving, dynamic organization
- Excellent organizational and interpersonal skills
- Detail oriented, with commitment to accuracy, consistency, discretion, and maintaining confidentiality

- Extensive knowledge of Salesforce or similar software
- Proficient in Microsoft Office, Excel and Office Suite
- Strong familiarity with mail merge
- Bachelor's degree
- Required experience in database management: 2 years
- Required experience in Salesforce or similar software: 2 years

JOB TYPE: Part-time - 20hr/week

HOW TO APPLY: Please submit your application to membership@farallones.org.