



Metropolitan Organization to Counter Sexual Assault

Job Title: **Data Specialist**  
FLSA Status: Non-exempt  
Department: Development  
Reports to: Vice President of Development

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking an experienced database professional with a passion for tracking, managing and reporting on donor, funder and other giving data to inform and support the annual fundraising goals of the agency. The ideal candidate will be highly organized and will demonstrate a dedication to support MOCSA's team, donors, and funders. The Data Specialist works closely with the development and accounting teams which requires good communication skills and the ability to work well with others.

## **SUMMARY**

Provide database and administrative support to Vice President of Development.  
Manage the donor database including data entry, reporting, thank you letters, support for development mailings, and administrative support for the development team.

## **JOB OBJECTIVES**

### **I. Administrative Support**

- a. Maintain Development department files including data entry, typing, photocopying, mailings, spreadsheets and perform general administrative tasks.
- b. Prepare and distribute donor appreciation letters in collaboration with members of the Board of Directors and leadership team.
- c. Maintain inventory of printing supplies for department including: envelopes, thank you notecards, board letterhead, business reply envelopes, and other general supplies.

### **II. Development Support**

- a. Assists with organizing special events including the Community Luncheon, Chiefs Charity Game, Night Out with MOCSA Cocktail Party and Auction, and Tri-Com Golf Tournament tracking table sponsorship payments and donations, guest lists, thank you letters, invitations and mailing lists, and event sponsor reports. Attends events as needed.
- b. Maintain and update donor records. Update and input donor information into Raiser's Edge NXT and manage database administration.
- c. Generate timely thank you letters and other correspondence to donors.

- Format and provide development reports/spreadsheets and mailing lists for direct mail pieces, invitation mailings, newsletters and annual report.
- d. Process deposits through the donor database, including recurring donations.
  - e. Provide any necessary reporting to accounting team to help reconcile the donor database to the accounting system on a regular basis.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities. Grant funds may only be used for the provision of approved activities.

## **KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

### **Minimum Qualifications**

Bachelor's Degree or four years of combined education and/or experience. Experience managing a donor database, Blackbaud Raiser's Edge preferred, data entry, providing administrative and/or executive support, and customer service in an office setting. Proficiency in Microsoft Office Suite.

### **Preferred Qualifications**

Experience in a nonprofit setting and/or interfacing with donors. Advanced proficiency in Blackbaud Raiser's Edge or similar system, and Microsoft Office Suite including Word, Excel, and Power Point.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with MOCSA staff, Board members, funders, and others encountered in the course of work.

## **WORK HOURS**

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5

p.m. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL**

Occasional travel throughout the Kansas City metropolitan area to perform special event duties.

**BENEFITS**

The salary range for this position is \$39,000 - \$49,000 DOE. Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

**APPLICATION INSTRUCTIONS**

Please submit a cover letter, resume and application to [MOCSA's One Point Portal](#).