



## Data Specialist: Part-Time, New Position

### Job Summary:

Reporting to the Executive Director, the Data Specialist is responsible for entering, updating, reporting, and analyzing data pertaining to giving, donor cultivation and volunteering with the SAISD Foundation. In this role, the Data Specialist supports the SAISD Foundation Team and is responsible for regular database maintenance and reporting for both internal and external audiences. The Data Specialist is also responsible for external correspondence that involves large mailouts or donor reporting and will track the growing number of volunteers that support SAISD Foundation programs. The Data Specialist will also keep the SAISD Foundation and SAISD Nation websites up to date with current information and content.

### Classification:

Part-Time Position (15-30 hours/week) | Non-Exempt | Open until filled | Hourly rate based on experience | Hybrid of In-Person and Remote Available | Not Eligible for Benefits

### Essential Job Functions:

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, or working conditions that may be required.)*

#### Data and Website Management

- Enters donor or potential constituent data into Bloomerang (CRM tool-website platform) by logging donations, updating basic contact information and tracking interactions.
- Enters updates into SAISD Nation (CRM tool-website platform).
- Generates regular database reports and uploads backend reporting from events, etc.
- Utilizes Excel to manipulate and produce data needed by the team.
- Demonstrates functional knowledge of Microsoft Office Suite to generate mail merges and send out mailings to donors and volunteers.
- Keeps timely, accurate volunteer data and provides reports on a quarterly, bi-annual, and annual basis (App Garden, Sign Up etc.)
- Regularly updates SAISD Foundation and SAISD Nation websites (edits in Word Press).

#### Office Relations

- Cognizant of SAISD Foundation policies and procedures.
- Presents a positive image of the SAISD Foundation to all contacts.
- Participates in weekly staff meetings and works as a part of the SAISD Foundation team.
- Performs other duties as assigned by the Executive Director.

**Job Requirements:****Minimum Requirements:**

- High School Diploma and some post-secondary education experience.
- Website and database experience.

**Preferred Requirements:**

- Bachelor's Degree from an accredited college or university.
- Two to three years of experience in an office environment.

**Special Knowledge/Skills:**

- Ability to communicate succinctly and persuasively in written, verbal, and presentation form.
- Ability to use a computer and software (Excel, Word, CSM, Google Suite) to develop spreadsheets, update databases and websites, utilize website platforms and share information.
- Demonstrated organization, presentation and interpersonal skills.
- Experience with a preferred reporting format (Vengage, PPT, Canva etc.).
- Ability to meet established deadlines.

**Working Conditions/Physical Requirements:**

- Frequent contact with students, parents, teachers, administrators, donors, and volunteers.
- Subject to visual acuity, speech/hearing, hand/eye coordination and manual dexterity to perform the essential functions.
- Communication is primarily through face-to-face and virtual interaction and written documents.
- Must be able to pass a criminal background check.

Interested candidates should submit a resume via email to  
Jennifer Twiss, SAISD Foundation [jtwiss@saisd.net](mailto:jtwiss@saisd.net).