



## **Data & Admin Specialist**

### **JOB DESCRIPTION**

**Updated January 2020**

#### **Background**

Justice & Mercy International (JMI) is a faith-based, non-profit 501(c)(3) organization that exists to make justice personal for the poor, the orphaned and the forgotten of the world. JMI primarily works in Moldova in Eastern Europe and in the Amazon region of Brazil and we do our work through programs that have the Good News of Jesus at their core.

#### **Position**

To represent JMI as you assist the Executive Director and build and manage database list generation and reporting for fundraising activities, interact with donors, and help maintain excellence in care and detail of our donor database systems; to support the Development team with donor correspondence, interdepartmental collaboration, and administrative skills; to complement the JMI Team with a heart of service, integrity, humility, and perseverance.

#### **Qualifications:**

- Bachelor's Degree
- Superior organizational and time management skills and great with details
- Team player with ability to initiate as well as implement plans
- Exceptional people skills and problem solving skills
- High proficiency and teachability in databases and reporting; specific experience with Salesforce or similar cloud-based donor CRMs required
- Excellent verbal and written communication
- Proficient in Google Apps, Microsoft Office with high proficiency in Excel
- Servant-heart
- Clear criminal background history
- Willingness to sign JMI's Statement of Faith
- Passion for taking the Gospel of Christ to the ends of the earth

#### **JMI Administration Responsibilities:**

- Act as executive assistant for Executive Director
- Schedule JMI board meetings, coordinate lunch, communicate with JMI Board
- Work with ED and Finance Director (FD) to run appropriate financial reports for JMI Board meeting

- Respond to [info@justiceandmercy.org](mailto:info@justiceandmercy.org) emails relating to mission trip info and finances and answer or forward sponsorship or other emails as needed.
- Assist with all mailings
- Manage shipments from JMI online store
- Order office supplies as needed
- Help other staff members with admin needs as needed
- Send out thank you notes each week

### **JMI Financial Responsibilities:**

- Work closely with ED and Finance Director to insure correct accounting procedures are in place and executed each month
- Record donations daily (Checks, Square, PayPal, Blackbaud, MobileCause, ACH, Cash)
  - Salesforce
- Process all invoices, write checks and deposit cash
- Collect and enter receipts from credit card transactions and manage expense reports from JMI staff
- Work with FD to close the year, send out end of the year giving statements and prepare for the annual audit.
- Work with Sponsorship Manager on all sponsor related payments. This includes alerting sponsors when payments have lapsed or need to be cancelled.

### **JMI General Operating Responsibilities**

- Keep track of operational calendar including contracts, etc.
- Work with ED and FD to insure all tax and other government (both state and federal) required forms are filed on time. Including eligibility for non profit status and collecting W-9s

### **JMI Development Responsibilities**

#### **Donor Database Liaison:** List Generation, Reporting, and Systems Maintenance

- Support the Finance, Development, and Communication teams in providing accurate list generation from our donor database to utilize for all marketing and fundraising activities such as emails, mailed donor appeals and communications, and marketing campaigns
- Provide Development team with accurate and regular reporting of donor data and giving for adequate analysis and use by directors in fundraising
- Provide great care and attention to updated and clean donor records and the overall data accuracy in our systems

#### **Development Department Donor Services Duties:**

- Provide general donor correspondence including assisting, thanking, and communicating with donors via phone, email, and written communication
- Support special event logistics for our annual fundraising Gala as well as other special events throughout the year
- Collaborates with team members to provide excellence in donor services

- o Serve as Donor Database Liaison which includes running report and lists to assist ED, DPCP, and Communication Team
- o Offer great care and attention to updated and clean donor records and the overall data accuracy in our systems
- o Collaborate with team members to provide excellence in donor services

**Reports to:** Executive Director

**Status:** Full Time

**Location**

- Position to be housed in Franklin/Nashville area in Tennessee

**Apply**

- Email resume and cover letter to the attention of Mary Katharine Hunt, Executive Director, Justice & Mercy International at [info@justiceandmercy.org](mailto:info@justiceandmercy.org).