



Donor Data & Grants Specialist

JOB DESCRIPTION

May 2026

The Donor Data & Grants Specialist plays a critical role in advancing the mission of Justice & Mercy International by managing donor and grant-related systems, ensuring data integrity, and producing actionable reports that support strategic decision-making. This role also supports JMI's grant funding efforts by coordinating grant tracking, reporting, and collaboration with an external grant writer. The ideal candidate is highly detail-oriented, systems-driven, and able to translate data into meaningful insights that strengthen fundraising effectiveness.

Qualifications

- Experience in a nonprofit or fundraising environment
- Minimum of 3 years of relevant experience
- Proficiency with donor management systems (Salesforce, Reach, or similar platforms)
- Strong analytical and data management skills
- Excellent written and verbal communication skills
- Ability to manage multiple projects and meet deadlines
- Experience with grant tracking or reporting preferred
- Strong organizational and documentation skills
- Ability to collaborate across teams and with external partners
- Proficiency in Microsoft Office Suite
- Bachelor's degree in a related field
- Strong attention to detail and problem-solving ability
- Ability to work independently and as part of a team
- Willingness to adhere to JMI's policies and procedures
- Clear criminal background check
- Passion for taking the Gospel to the ends of the earth

Reports to: Chief Donor Engagement Officer (CDEO)

Status: Full-Time Employee

Key Responsibilities:

Donor Data Management & Systems Administration

- Maintain accurate and up-to-date records across Salesforce, Reach, and other donor management systems
- Ensure the integrity, consistency, and security of all donor and gift data
- Manage database automations, integrations, and process improvements

- Maintain donor segmentation, coding, and reporting structures
- Document database procedures and support internal training
- Assign and manage Salesforce account ownership and team tasks
- Identify opportunities to improve donor data processes, workflows, and system efficiencies

Reporting, Analytics & Insights

- Generate and maintain reports and dashboards on giving trends, donor retention, and campaign performance
- Provide accurate donor data for campaigns, events, and strategic initiatives
- Analyze and interpret donor, campaign and fundraising data to identify trends, risks and opportunities for improvement
- Provide insightful recommendations based on donor trends, campaign performance, donor retention, and fundraising analytics
- Support development strategy through data-driven insights in collaboration with the CDEO and Development team

Grant Tracking & Reporting Support

- Maintain a centralized grant calendar, including proposal deadlines, reporting deadlines, and deliverables
- Coordinate with internal teams (Programs, Finance, Development) to gather accurate financial, programmatic, and impact data for grant proposals
- Coordinate, prepare and submit grant reports and supporting documentation, ensuring accuracy and timeliness
- Track restricted funding and reporting requirements in partnership with Finance and Development leadership
- Maintain organized records of all grant submissions, awards, reports, and correspondence
- Identify and compile data, outcomes, and stories that strengthen grant reporting and future proposals

Donor Process & Stewardship Support

- Support the systems and execution behind donor acknowledgments, receipts, and stewardship touchpoints
- Ensure donor interactions and activity are accurately recorded in Salesforce
- Assist in producing donor impact reports in partnership with Development and Communications
- Coordinate data and logistics for donor communications and mailings
- Respond to or route donor inquiries with professionalism and accuracy

Perform other related duties and responsibilities as assigned.