



Inspiring all girls
to be strong,
smart, and bold.

Position Title: Data Coordinator

Purpose of Position: Administer and manage Salesforce and KidTrax customer relationship management systems for the organization.

FTE/PTE: Part time, (24 hours/week)

Reports to: Executive Director

RESPONSIBILITIES

Act as administrator and power user for both the Salesforce (development) and KidTrax (girl participant) databases.

- Data entry, data management, data analysis, basic and complex report creation; provide database training and support to other users.
- Establish data entry criteria and standards.
- Create and run necessary reports from both systems to support organizational activity.
- Develop and maintain efficient systems for data entry, gift processing, data cleaning, prospect research, and relationship management.
- Recommend solutions to data management issues.
- Coordinate with Program Director to ensure national youth data and reporting requirements are met.
- Coordinate with Executive Director and development staff to ensure appropriate donor and event data collection and reporting requirements are met.
- Assist with planning and preparation for organizational appeals, newsletters and other forms of mass email and traditional/paper mailings.
- Other duties as assigned.

Participate in personal professional development.

- Participates in periodic assessment of own performance and developing individual performance goals and objectives in consultation with the Executive Director.
- Takes initiative to seek training and other developmental/professional growth opportunities to ensure effective job performance.
- Participates in Girls Inc. regional and national function as agreed upon with the Executive Director, and represents Girls Inc. in a positive and professional manner.

DECISION AUTHORITY

- This position has full decision-making authority as concerns database and data entry to fulfill responsibilities as described above.
- Authority to submit budget-approved purchase requests for under \$250 without approval from the Executive Director. Any purchase requests \$250 or more or any amount not in the approved budget must be approved by the Executive Director.

QUALIFICATIONS

- Extensive database application management experience preferred
- Salesforce experience preferred

- Analytical skills, logical thinking, problem solving skills
- Excellent communication skills
- Detail-oriented, with strong organizational and planning skills
- Solution oriented
- Ability to work independently
- Knowledge of fundraising principles helpful
- Non-profit experience preferred
- Work experience in youth or related field that includes experience in administration, data collection and reporting.
- Ability to work with diverse staff and customers; multi-cultural competency; ability to facilitate cooperative work.

Work Environment: This job operates in a youth center setting using standard office equipment such as computers, telephones, photocopiers, and filing cabinets.

Physical Demands: This job requires the ability to lift files, open and close filing cabinets, sitting, standing, or bending as necessary. Occasional driving in personal or organizational vehicle.

Disclaimer: The preceding job description indicates the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

To apply: Please submit your cover letter and resume via email to: hr@girlsincofsantafe.org
No phone calls.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER