POSITION ANNOUNCEMENT: DATA AND WEB ASSOCIATE

Chicago Foundation for Women invests in women and girls as catalysts, building strong communities for all. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1986, the Foundation has awarded more than 3,000 grants totaling $30 million to hundreds of organizations that help us achieve our mission.

Position Summary:
This position works directly with fundraising and communications staff to support donor operations by providing support services, including analysis, applications support, list management, business process and other services related to information and web systems used by the Development and Communications Department. The Data and Web Associate serves as the primary administrator of the fundraising database, ensuring data accuracy and integrity. This position also collaborates with staff to maintain the infrastructure needed for the strategic solicitation, cultivation and stewardship of donors through online and direct mail communications. The Data and Web Associate also assists with the management of the Foundation’s www.cfw.org website by creating event web pages and donation forms, updating content, and working with staff, donors and volunteers on personalized web needs.

Key Responsibilities
Donor Database Management:
- Collaborate in auditing the accuracy of daily gift entry and production of daily, monthly financial reports.
- Develop strategy for data segmentation, targeting, research and solutions required to support long term growth of donor stewardship and cultivation process.
- Maintain and improve the administration of donor information files to ensure that best practices are followed for efficient and effective donor and financial record keeping.
- Train Raiser’s Edge end users and assist staff with construction of queries, exports and reports.
- Serve as liaison with systems vendors for issues including installation, upgrades and patches, special projects or performance issues.

Work Schedule:
- Exempt or Non-exempt position: Exempt.
- Average hours per week: 40 to 50 hours per week (with the exception of the month prior to the Annual Luncheon which averages 50-60 hours per week).
• Evening or weekend work required: Some evening work is required, occasional weekend work may be necessary.

Administration:
• Assist Development Associate as needed to ensure accurate, timely input of all constituent and gift information, and generation of donor acknowledgements.
• Additional responsibilities as required.

Qualifications:
• Passionately supports, understands and can communicate the Foundation’s mission.
• Must have at least 2 years professional, office experience in information systems technology, administrative, accounting, nonprofit or related field.
• Strong business and analytic skills and technical aptitude.
• Raiser’s Edge or customer relationship management software experience strongly preferred.
• Experience with web development and WordPress is preferred.
• Ability to produce quantitative and qualitative reports.
• Able to analyze problems and propose effective solutions.
• Understand functional and procedural requirements and develop alternative solutions.
• Fastidious attention to detail.
• Ability to manage a number of projects simultaneously.
• Able to accept supervision and direction as required.
• Works effectively with all levels of staff; team player.

Salary and Benefits:
The Foundation offers a comprehensive package of benefits. Salary will be dependent on experience.

*Chicago Foundation for Women is an equal opportunity employer.*

DEADLINE TO APPLY: FRIDAY, AUGUST 11, 2017.

Please forward resume and cover letter to Ilda Lagunas at ilagunas@cfw.org. No phone calls please.