



Development and Data Coordinator

ABOUT THE JCC EAST BAY

The JCC East Bay is a welcoming home for people of all ages and life stages. Our mission is to create healthy communities inspired by Jewish values, culture, and tradition. We build interpersonal relationships, foster learning and inspiration, and explore Jewish life. The JCC's core programs include intergenerational Jewish holiday celebrations; early childhood education and preschool; camp and afterschool programs; and provocative cultural arts and civic engagement events. The JCC serves and reflects the diverse residents of the East Bay, offering physical gathering spaces for the Jewish and broader community.

POSITION SUMMARY

The Development and Data Coordinator will work closely with the Senior Development Director and Donor Services Manager to serve as the primary manager of our Salesforce database, managing its use and integration with other systems, ensuring the quality of data, pledge and acknowledgment processing, and creating a variety of reports. This position requires excellent attention to detail and accuracy. In addition, the position requires an affinity to work both independently and collaboratively to reach the best solutions, and an ability to proactively anticipate changing needs. The Development and Data Coordinator position reports to the Senior Development Director.

DUTIES AND RESPONSIBILITIES

Salesforce Database

- Manage data entry procedures, gift processing, and acknowledgement for all annual fund and restricted gifts in a timely and accurate fashion. Analyze gifts to determine appropriate campaigns for each gift.
- Develop/maintain standard and custom queries, reports, and dashboards.
- Maintain donor section of JCC's database to ensure accurate donor records.
- Train and oversee all users of the database.
- Ensure data integrity and hygiene, including cleaning up duplicate records.
- Prepare and upload information from event and program registration systems.
- Reconcile Salesforce data with the accounting team each month and at year-end and ensure that the accounting team has what they need within Salesforce.

Donor Recognition Coordination

- Ensure timely donor acknowledgment letters. Generate accurate donor lists for reports, the website, and other communications.

Development Team Support

- Track and report annual campaign progress using specific metrics.
- Assist with prospect research and provide comprehensive prospect reports.
- Support the creation and tracking of moves management plans for prospects.
- Assist with all fundraising campaigns by pulling lists, assisting with preparing materials, and liaising with printers and mail house.
- Provide exemplary customer service to both internal and external customers.
- Other duties and responsibilities as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- Love of data and experience creating reports to drive action.
- Excellent organizational and analytical skills.
- Excellent computer, database, and typing skills, including proficiency in Microsoft Office and Gmail Google Suite and experience adapting to new technologies.
- Salesforce (or similar CRM database) experience is essential.
- High level of accuracy and attention to detail.
- Commitment to handle sensitive and confidential information with discretion.
- Ability to manage tasks, prioritize multiple assignments, and execute work in an efficient and timely manner.
- Ability to organize daily activities effectively with limited supervision or assistance.
- Ability to work independently and collaboratively in a team.
- Strong customer service, communication, and problem-solving skills.
- Nonprofit experience strongly preferred.
- Bachelor's degree or equivalent experience.
- Ability to lift and carry objects weighing up to 40 lbs.

Systemic inequities in hiring have caused women, people of color, LGBTQIIA+ folks, and others to apply to jobs only if they meet 100% of the qualifications. The JCC East Bay encourages you to break that statistic and apply, as no one ever meets 100% of the qualifications. We look forward to your application.

Competitive salary commensurate with experience. Salary information will be shared one-on-one with candidates. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.