



**Job Title:** Data & Research Specialist

**About Mercy Connections:** Mercy Connections is a community-based social service organization empowering people to make significant life changes through education, mentoring, entrepreneurship and community.

**Supervisor:** Director of Development and Communications

**Position Summary:**

The Data & Research Specialist will help sustain and grow fundraising and revenue sources for the organization. This person works closely with the Director of Development and Communications and the Executive Director to support all resource development efforts. Specifically, this position is responsible for development functions, including gift processing and acknowledgements, appeal mailings, data management and analysis, and grant tracking and research.

**Essential Functions:**

- Gift processing; coordinate with Director of Development and Communications to send acknowledgements and reconcile with finance office.
- Manage appeal mailings. Collaborate with Director of Development and Communications on strategy, content and overall messaging of annual appeal letters.
- Enter and manage program and resource data and pull segmented lists for specific mailings.
- Provide ongoing data analysis, including coordination with Program Directors to ensure all program data is accurate and up-to-date.
- Major gift support including research and data analysis and reports.
- Grant tracking and foundation research.
- Support development-related special events as needed.
- Work with the Executive Director and Director of Development and Communications to support the organization's strategic development plan.
- Other duties as assigned.

**FTE:** 20 hours, 52 weeks/year; some evenings and weekends

**FLSA:** non-exempt

**Qualifications:**

- Excellent analytical and organizational skills; attention to detail
- Strategic thinker with the ability to work independently and take initiative with support from supervisor
- Robust communication skills, both written and verbal
- Strong research and data management skills
- Extensive experience with a wide range of software programs, including Adobe Creative Cloud, Excel and a CRM system (NeonCRM preferred)
- Passion for Mercy Connections mission and helping others toward greater success

**Desired Outcomes:**

- Donors, volunteers, collaborators, participants, alumnae and other stakeholders demonstrate increased enthusiasm for and allegiance to Mercy Connections.
- Development and organizational information is accurate, timely and accessible, leading to improved development and fundraising results.

To apply, send resume to Alana Shaw at [ashaw@mercyconnections.org](mailto:ashaw@mercyconnections.org).

**This position is open until filled.**