

Job Title: DATA CONTROL COORDINATOR
Organization: The Catholic Foundation of Central Florida
Posting Date: June 14, 2018
Closing Date: August 14, 2018
Status: Full Time, Non Exempt
Supervisor: Director of Data Management
Physical Address: 50 E. Robinson Street, Orlando, FL 32801

The Catholic Foundation of Central Florida, partner of the Diocese of Orlando, is actively seeking a Data Control Coordinator. As an integral part of The Foundation's team, the Data Control Coordinator will share in the timely maintenance of all records in the Donor Database. Additionally, this position will foster and maintain mutually respectful relationships with donors, Chancery staff, priests, parish staffs, and volunteers. Maintain consistent cross-training activities with the Data Center Staff. The Data Control Coordinator assists and supports the Data Management Director in overseeing the management of workflow, managing deadlines and data center tasks and assists with execution and administration of appeals and projects as assigned.

The Diocese of Orlando four core values lay the foundation for the work performed by its employees.

1. *Authenticity*: Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living
2. *Respect*: Affirming each person's God-given dignity and uniqueness.
3. *Courage*: Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment*: Individually and collectively, we are steadfast to the team and its purpose.

Responsibilities include but are not limited to:

- Maintain current and accurate donor records including biographical, affiliation and gift information.
- Work with parish and Diocesan entity staffs on timely donor data updates and data synchronization processes.
- Generate monthly reminder and delinquency mailing files for assigned campaigns related to activities of The Foundation.
- Create and run queries as assigned; analyzes related data for accuracy and trends to create and produce reports, mailing lists and other spreadsheets as requested.
- Work with third party contractor(s) to produce mail pieces for direct mail projects.
- Prepare electronic files for third party contractor(s) to generate various letters for campaign needs, including files for the campaign redemption processes.
- Assist the Data Center Director to prepare parish data for campaign segments, including gathering the data from parishes and importing it into Raiser's Edge.
- Assist co-workers in completing Data Center tasks as needed.
- Maintain current procedure files for processes, data entry, and maintenance in Raiser's Edge.
- Maintain a working knowledge of: pledges and cash gift entry for constituents in Raiser's Edge, lockbox gifts importing, and gifts reconciliation from exceptions reports. As needed, commits gift batches as cross-trained.
- Maintain a working knowledge of credit and debit card gifting to include pledges, one-time gifts, monthly transmissions of all credit card payments, reconciliation of all exceptions & declines and necessary communication with donors.
- Process and acknowledge all gifts that require special handling such as stock gifts, donor-advised fund gifts and IRA qualified charitable distributions.
- Provide exceptional service to internal and external constituents.
- Other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Strong customer service skills are essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate will possess the following education and/or experience:

- Three to five years of comparable experience working with CRM software and relational databases;
- At least one year of experience with Blackbaud Raiser's Edge preferred;
- High degree of computer literacy especially in Microsoft Excel and queries;
- Must be highly organized, accurate and detail oriented, with ability to analyze complex data;
- Experience in business, finance and/or non-profit data management and reporting;
- Skilled communicator with exceptional writing skills — *Spanish speaking a plus*;
- Ability to work with diverse groups of people in an atmosphere of collaboration and service;
- Possess demonstrated understanding of the Catholic Church culture;
- Bachelor's degree preferred; comparable years' experience may be substituted for degree.

Language Skills

Ability to read, analyze, and interpret common journals, articles, and periodicals. Must have outstanding problem-solving skills. Excellent communication and interpersonal skills required.

Mathematical Skills

Ability to apply routine mathematical concepts such as addition, subtraction, multiplication, and division.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Requirements

Position requires walking, sitting for extended periods of time, bending, stretching, and stooping. Repeated use of hands, fingers, wrists, and arms. Must be able to see up close as well as from afar. Job incumbent must also possess the ability to hear and communicate both verbally and in writing, in person and via telephone and electronic communications.

Acknowledgement

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Application Instructions:

Qualified candidates may submit a cover letter and resume and a completed Application for Employment to Dana Swanson Walker, Director of Data Management, The Catholic Foundation of Central Florida:

via email: dswanson@cfocf.org

via mail: 50 E. Robinson Street, Orlando, FL 32801

No phone calls, please

Employment Applications may be located here: <https://www.orlandodiocese.org/wp-content/uploads/2016/05/Employment-Application-2016-Fillable.pdf>

Thank you for your interest.