

JOB DESCRIPTION UNITED WAY OF CENTRAL MINNESOTA

Job Title: Data Systems Associate
Status: Full Time (40 hours) Exempt
Supervisor: Vice President of Finance & Operations
Work Week: Flexible Hours and Hybrid Office Schedule

GENERAL

The Data Systems Associate is responsible for data systems used by United Way of Central Minnesota. This position is responsible for managing the database including the data entry, overseeing implementation of any changes to the system, analyzing data and defining logical data sets to help United Way of Central Minnesota optimize its communication, marketing and resource development departments.

KEY AREAS OF RESPONSIBILITY

Systems Administration

- Manages organization's data systems and data bases, database implementation, data mining practices, inquiries and procedures; manipulating information; researching and adding new accounts and updating current distribution lists in all databases; and completing system updates and changes.
- Administrates functions of the database, database updates, and its modules. Plan and implements campaign year roll over.
- Completes data entry, researching and creating reports related to donors and donor designations. Coordinates data mining requests processes. Fulfills UWW DataBase2 report and other data as required. Fulfills requests for data in an accurate and timely manner.
- As requested, research and recommends technology related upgrades. Works with vendor to install equipment, software, maintain server network, etc.
- Seeks efficiencies and expands use of systems currently in place to maximize benefits and return on investment.

Relationship Building

- Responds to all inquiries regarding systems in a courteous and professional manner.
- Consult with United Way of Central Minnesota stakeholders as related to data systems campaign functions, events, and volunteer functions.
- Ensures that interfaces with data systems are user friendly and functioning as required. Promptly remedies any challenges to maximize donor experiences.
- Responds to opportunities to further engage donors, provide lead information to Resource Development staff, and other ways to increase income via data systems services.

Data Base Reporting

- Processes pledges, facilitates setup of e-pledge & web donations, and completes transactions in a timely and accurate manner.
- Reviews campaign and accounts receivable envelopes for accuracy, provides training as necessary, and closes pledge envelopes
- Manages accuracy of donor accounts including demographic, finance, and web portal
- Understanding different revenue streams and applicable reporting
- Provides on-demand reporting from CRM system to staff as requested.
- Assists VPFO with Data Base II reporting for United Way World Wide.
- Processes adjustments to pledge/revenue in Andar as necessary

Effective Communication

- Works closely with Finance Department to coordinate systems update, compliance with UW and accounting standards, etc.
- Consults with staff to best understand the data needs of the organization, then works to constructs a solution that meets the needs via agreed upon systems and procedures.
- Provides systems training with staff upon hiring, and throughout tenure in order to facilitate staff development, for consistent and accurate recording of income.
- Effectively communicates the need for system changes, including supporting documents, and proposed implementation to management team prior to project advancement.
- Maintains a focus on daily work, while engaged in the advancement of ongoing improvements.

General

- Maintains work flow and organization, prioritizing tasks to best meet the overall needs of the organization.
- Comply with all policies & procedures, participates in company meetings, events, and training, and represents the organization in a professional manner.
- Perform other duties as required, assists co-workers as time permits, and perform duties as related to care of the facility, maintaining a clean and safe work environment for all.
- Maintains procedural and training documentation in finance files
- Facilitates training with staff on procedures and reporting processes, as needed

Required Competencies

- Ability to solve problems quickly and effectively
- Highly organized with strong attention to detail
- Capacity to handle multiple projects simultaneously
- Willingness to take on other responsibilities as needed to support the overall goals of the organization

Required Competencies (continued...)

- Demonstrates the ability to share ideas and works well with others. Will ask questions, provide feedback, and respond to others in a way that shows compassion and attentiveness
- Ability to complete highly responsible work with minimal supervision
- Strives for innovation and looks for ways to continually improve processes
- Conducts independent research on issues for continued growth and is capable of problem solving with minimal direction
- Leadership skills, including driving impact across teams

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Finance Software Systems Used by UWCM

- Andar (CRM System)
- Quickbooks

MINIMUM QUALIFICATIONS

- Associates degree or experience in related field is required
- Working knowledge of data base systems and concepts, proficient in Microsoft office suite software, and business writing and communication skills.
- Microsoft Excel (5+ Years)

Please send any applications or questions to Brittany Prellwitz, VP of Finance & Operations.

Brittany Prellwitz, CPA, MSA

Vice President of Finance & Operations

United Way of Central Minnesota
921 1st Street North, Suite 200
St. Cloud, MN 56303
320.252.0227 office
bprellwitz@unitedwayhelps.org