As a collaborative of congregations united in action, we create homes and advance equitable housing.

Data Support Specialist

The Organization

Beacon Interfaith Housing Collaborative has a vision that ‘all people have a home’. We are an experienced housing organization that operates supportive and affordable homes, develops affordable and supportive housing, and organizes to impact housing policy. Our focus is on households who make less than $30,000 a year and those who are experiencing homelessness. The nearly 100 congregations who make up our collaborative are putting their faiths into action through leadership, advocacy, organizing, and service.

At Beacon we believe that systemic racism causes housing inequities. As a learning organization we are interested in adding individuals who hold high levels of cultural competency and who are willing to learn and work with others to deepen our capacity to address bias and racial inequities. Visit our website for more information about our strategies, programs and how our values of risk taking, race equity and inclusive decision making supports our learning and continued evolution.

The Beacon office is located on University Ave & Highway 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out www.beaconinterfaith.org.

The Position

The Data Support Specialist is responsible for entering and maintaining data and reporting tasks for the Advancement, Communications, Policy, and Congregational Organizing departments and to advance the mission of Beacon Interfaith Housing Collaborative. As a member of the Advancement Operations team, this person plays a key role in maintaining and managing supporter data to help us build strong relationships to advance Beacon’s mission and report on outcomes to help the organization understand the efficacy of events as part of its strategic outreach.

This is a part-time position (20 hours per week), and is eligible for health benefits, our retirement plan, and paid-time off. This is a bargaining-unit (union) position. The hourly rate for this position is $25.56 per hour.

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DUTIES AND RESPONSIBILITIES:

Data, Metrics, and Reporting (50%):
- Manage and enter all data with a high level of accuracy
- Review and scrub data for consistency
- Update donor information in database following communication of changes, subscribe/unsubscribe, data clean-up, etc.
- Work with the Events Coordinator to report on and analyze resulting metrics promptly post-event to staff leads. Name, communicate, coordinate and track improvements based on learnings.

Advancement Operations Data Support (50%):
- Support data entry needs in Raiser’s Edge and EveryAction
- Support gift entry during peak seasons and maintain training throughout the year to meet high expectations for timeliness and accuracy
- Support regular data maintenance and clean-up procedures
- Support data related administrative duties of the advancement operations team as requested

All Employees Are Expected To:
- Develop and maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

Qualifications
- Experience using a donor or CRM database; experience with Raisers Edge and/or EveryAction a plus
- Experience working in deadline driven environments; nonprofit experience preferred
- Extensive knowledge and comfort with technology and software including Zoom, Windows, Word, Excel, and PowerPoint

Knowledge, Skills & Abilities
- Ability to move multiple timelines forward simultaneously, finding ways to create efficiencies across events
- Ability to work well in a team environment, take direction, and work independently to achieve goals
- Ability to meet or exceed deadlines while managing multiple priorities
- Strong organizational, project, and time management skills, ability to self-direct time spent and communicate needs about pace of work
- Proven ability to work independently as well as collegially and collaboratively in a team setting and with a variety of groups
- Availability to work in person as requested for some tasks and meetings
- Commitment to integrating Beacon’s values of race equity, diversity, equity and inclusion and best practices into all aspects of professional work

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If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at www.beaconinterfaith.org. Please submit a resume with cover letter to HR@beaconinterfaith.org.

Beacon has voluntarily recognized a union for employees, and a collective bargaining agreement is in place.

Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that “All people have a home”. Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.