



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

Data Operations Associate

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 support 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 Operations Associate will complete and maintain data entry, gift entry and reporting tasks, which support the Advancement, Congregational Organizing, Communications, and Policy departments of Beacon.

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid time off. This is a bargaining-unit (union) position. The annual salary range for this position is \$53,160 - \$57,000.

DUTIES AND RESPONSIBILITIES:

Gift Processing

- Responsible for entering Major Gifts, Institutional Gifts, Annual Fund Gifts, and pledges within timing standards

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- Identify and assign gift allocations and restrictions as needed
- Process personalized acknowledgement letters to donors
- Initiate & review batches in Raiser's Edge database that integrate with financial system (Financial Edge)
- Process credit cards and online gifts and post weekly to Financial Edge
- Run monthly Credit Card Updater and create report for review by Donor Relations Administrator
- Process Network for Good gifts and post monthly to Financial Edge and provide reconciliation to Accounting

Data & Database Management

- Maintain and manage constituent databases
- Set up and orient new users in constituent databases and assist in administering security settings
- Support current users in constituent databases and provide additional training to staff as needed
- Update and enrich constituent information scheduled routines including clerical calls to donors to update giving information
- Import and export data as needed
- Review and scrub data for accuracy & consistency
- Update donor information in database following communication of changes, subscribe/unsubscribe, data clean-up, etc.

Reports & Queries

- Generate reports of fund-raising and organizing activities
- Run reports & export queries of current and potential constituents
- Query lists for mailing/email
- Complete monthly processes for Advancement, Congregational Organizing, Communications, and Policy departments

User Management & Support

- Create and maintain Standard Operating Procedures (SOP's) for data entry and reporting tasks
- Monitor upgrades to the Customer Relationship Management systems and communicate changes and enhancements to users as appropriate

Miscellaneous

- Develop & 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, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age

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- Work within organizational policies, governmental regulations, and the law
- Perform other tasks, responsibilities, and projects as assigned or directed

JOB REQUIREMENTS & STRENGTHS

- Proficiency with donor database - experience with The Raiser's Edge a "plus"
- Experience with Microsoft Office, Word & Excel
- Excellent attention to detail, accurate, efficient
- Strong planning and organizational skills and ability to execute cross-departmental systems
- Effective oral, written and interpersonal communication skills, including ability to write procedures & create documentation
- Ability to maintain strict privacy & confidentiality of sensitive information
- Ability to work in-office a minimum of three days a week

All employees are expected to:

- Work across internal Beacon departments to ensure smooth coordination of resources and strategy development.
- Represent Beacon, its mission, vision, and goals in the broader community.
- 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 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.

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 a 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.

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