

Job Title	Donor Records Specialist
Employer/ Agency	SEARCH Homeless Services
Job Description	Takes the lead in owning the quality of our data and helping our Development Team of 5 maximize the capabilities of our donor tracking database - Raiser's Edge. Finding intersections between the tool and the strategies used by our team day to day can accelerate success towards our collective \$3M+ annual goal to raise from private donors. Maintains accuracy for all fields in Raiser's Edge, inputs data for all gifts as they occur, produces & delivers donor acknowledgements, and reconciles revenue details with Finance team monthly. Generates accurate and targeted mailing lists for direct mail solicitations and event promotions/invitations throughout the year from our 17,000 constituents in the database. Helps design reports and analytics that drive successful results for the team. Primary responsibilities take approximately 80% of a typical week and the other 20% of time is spent learning and supporting a wide variety of fundraising and community relations activities. Engages SEARCH staff from all departments in sharing their stories and helping connect donors to our work.
Qualifications	Ideal candidates have Raiser's Edge (or other database) experience, Bachelor's Degree, and 1-2 years' experience in administrative or fundraising role. Attention to detail, analytical thinking, curiosity about data, and empathy for clients experiencing homelessness essential.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2015 Congress
City, State, Zip	Houston, TX 77002
Contact Person	Lauren Anderson
Contact Title	HR Assistant
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Application Method	Email Resume
Opening Date	05/04/2017

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