



Job Posting:

Data Specialist (Full-time)

Overview of the Job

The Data Specialist works under the direction of the Marketing, Communications and Fund Development Manager to assist with the financial growth of Hospice Niagara.

The Data Specialist is responsible for researching, collecting and compiling community client data and donor profiles, as well as conducting analytical research and preparing reports that support fund development activities. The Data Specialist is responsible for maintaining the Sumac donor database and provides general support to the others, as needed.

The Data Specialist performs all duties in a safe and healthy manner, in accordance with Hospice Niagara's policies and procedures, the Occupational Health and Safety Act, and all other applicable legislation.

Key Responsibilities

The Data Specialist works as a productive contributing member of the team and is responsible for the following:

Donor Profile and Database Administration

- Maintain the integrity and accuracy of the Sumac database
- Run database queries, extractions and merges for mail campaigns
- Analyze fundraising results and develop recommendations, reports, donor recognition, etc.
- Create best practices and guidelines for data administration and provide training and assistance to ensure quality control and adherence to procedures
- Lead special database projects

Donor and Prospect Research

- Assist with prospect management by conducting high quality research and analysis for identified prospects and donors to aid in fund development growth strategies
- Engage in ongoing data mining to identify potential donors

Financial

- Maintain portfolio donations and event revenue through Excel spreadsheets
- Track and manage sponsorships and payments
- Oversee ticket sales and deposit reconciliation for fundraising initiatives

Other

- Assist with recognition and foster positive relationships with donors
- Contribute to donor stewardship by ensuring prompt and accurate processing of recognition letters
- Provide general support to fundraising events
- Support the development and maintenance of the annual giving campaigns
- Provide administration support to the team
- Identify and bring forward opportunities or concerns to the supervisor
- Other duties, as required

Academic, Knowledge & Experience

- Post-secondary education with a specialization in mathematics, statistics, computer science, data analytics, business administration, or a related discipline
- 1-2 years of directly related experience, preferred
- Expert knowledge in all Microsoft Office applications (Excel, Word, Outlook, PowerPoint)
- Demonstrated database management experience in Sumac or similar data management tool
- Understanding of data mining and donor cultivation and solicitation processes
- Understanding of philanthropy and the not-for-profit sector
- Vulnerable Sector Police Check (favourable, within past 12 months)
- Fundamentals of Palliative Care, Mask Fit Test, First Aid/CPR (training provided by employer during the first two years of hire)

Competencies

- Strong data analysis and verification, constituent relationship management and problem-solving abilities
- Technical knowledge in data mining and reporting techniques and tools
- Exceptional attention to detail
- Strong written, verbal communication and customer service skills while maintaining confidentiality of donor information
- Demonstrated ability to manage time and projects efficiently and effectively
- Ability to work well independently on several projects concurrently
- Excellent interpersonal skills, with a professional demeanour and strong sense of diplomacy

Application Instructions

Applications will be accepted until midnight on **June 25th, 2017**. Applicants are to send their cover letter and resume as MS Word or PDF attachments via email with **Application: Data Specialist** in the subject line to careers@hospiceniagara.ca. Hospice Niagara is an equal opportunity employer.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted. No phone calls please. For more information about Hospice Niagara, please refer to our website: www.hospiceniagara.ca.