The Jewish Community Center has an opening for a full- time **Manager of Donor Analytics** to join our Development team. This position is primarily located at our Creve Coeur location.

Full-time employees are the J are eligible for our benefits package including medical, dental, and vision insurances, paid vacation, sick and holiday time, pension and 403b, company paid life, long term disability and ad&d insurances, along with membership and program discounts at the J.

Summary:
Manage and lead the process of agency philanthropy through the performance of portfolio analytics. Oversees donor stewardship strategy regarding communications and the alignment with financial reporting. Train and oversee all users of the database.

Responsibilities:
- Responsible for design and implementation of donor recognition installation. Select vendors through competitive bid process and manage vendor relationship for the installation.
- Create and manage budget for donor recognition installation, software user licenses, and software add ons for the Development department. Ensure reasonable expenditures in relation to each.
- Audits monthly and yearend financial reporting with accounting department.
- Utilize strategic analytics to create prospect portfolios.
- Lead all tasks associated with analysis, segmentation, and making sure database is clean.
- Oversees donor stewardship strategy regarding communications and the alignment with financial reporting.
- Train and oversee work related to events to make sure that the process of tracking registrations for fundraising events into Raiser's Edge and CSI are successful. Events can include J Associates, Golf Tournament, Sabra alumni, Nishmah, JCL, and other events as needed.
- Train database administers to create and run reports out of Raiser's Edge and/or CSI in support of departmental activities, for example: mailing lists, monthly capital campaign reports, event sponsorship donations, event attendance lists, research leads, pledge reminders, etc.
- Assist Development Director and departments with grant submissions by researching grant opportunities, gathering data, and tracking deadlines.
- Provide exemplary customer service to both internal and external customers. Communicate with donors as necessary.
- Train all primary donations processors: which includes entry into Raiser's Edge and CSI, preparing deposits according to Accounting Department guidelines, reconciling deposits on a monthly basis, etc. Donation types include, but are not limited to sponsorships, individual donations, corporate donations, foundations, grants, etc.
- Other duties as assigned by manager.

Qualifications:

- Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) Degree is required.
- At least 3-5 years of experience in database management and analytics is required.
- Prior customer service experience in a fast- paced environment is required.
- Prior development, accounts receivable, or accounts payable experience is required.
- Demonstrated capability to use Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook).
- Demonstrated ability to learn new software applications as necessary for position. Prior experience with Salesforce, CSI, and Raiser's Edge a plus.
- Strong written and oral communication skills.
- Able to bend and lift objects weighing up to 20 pounds, work seated at a desk, move throughout the buildings.

For additional information about the J, please see our website: www.jccstl.org .

To apply for this position, please submit your cover letter and resume to careers@jccstl.org . Please be sure to include the title of the position you are applying for, "Manager of Donor Analytics", in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.