



Development & Data Systems Coordinator, Full-time, Boston, MA

Grassroots International seeks a **Development & Data Systems Coordinator** to implement a digital fundraising strategy, conduct high-level data analyses, and assure data accuracy and utility across multiple platforms. The DDSC reports to the Managing Director of Development and works in coordination with Development and Communications teams. An underlying responsibility of the DDSC is to keep pace with concepts and best practices in donor data management and online giving, as well as GRI programs. The specific responsibilities are detailed below, but as part of the team approach at GRI, the DDSC may be called on from time to time to assist with other organizational efforts.

Grassroots International connects people in the US with global movements that defend land, territory, water, food, seeds, and the earth. Together we address the root causes of injustice and oppression, and build alternatives that nurture human rights, ecological justice, and liberation. We do this through grantmaking, social action, and philanthropic leadership. As a public foundation, Grassroots International raises its budget annually. Our organizational culture is collaborative, relational, and deeply mission-driven.

Data Responsibilities

1. Establish and implement a digital fundraising strategy in line with the Direct Mail program, and integrated with the organization's Communications Annual Plan.
2. Manage online fundraising campaigns, including developing e-fundraising appeals, donation pages, peer-to-peer campaigns and pages, and online gift acknowledgments, via CRM systems in collaboration with Communications Team.
3. Coordinate data sharing with direct mail or other consultants as part of our acquisition and renewal programs.
4. Manage data entry functions and consistency across CRM platforms (Raiser's Edge and Salsa Engage) and ensure data integrity.
5. Analyze data to provide insight and recommendations for fundraising initiatives
6. Provide reports and analysis to advance the overall Development Team work.
7. Collaborate with Development and Communications staff to maintain data entry and CRM systems and troubleshoot as needed.
8. Work with Development & Communications Teams to optimize dashboards, reports,

processes and integrations.

Development Team Responsibilities:

1. Participate as part of a team in the creation of a development plan which matches the needs of GRI; and monitor and provide reports on the status of development campaigns.
2. Participate in cross-team collaborations focused on communications, advocacy and digital security.
3. Support direct mail program, including donor lists, messaging and management of direct mail consultants, in coordination with the Managing Director of Development
4. Manage high-level database utilities, including use of Actions, Queries, Reports, and utilization of coding and attributes.
5. Provide up-to-date information on fundraising budget to actuals, in coordination with finance staff.

Qualifications/Knowledge/Skills and Capacity

1. A commitment to the mission of Grassroots International
2. Proven success in database administration and analysis (preferably with Raiser's Edge and Salsa Engage), preferably with at least 2-4 years of data entry and analysis experience
3. Excellent attention to detail.
4. The ability and flexibility to work as part of a team in a mission-driven small non-profit organization
5. Success with individual donor development, including sustainers and online fundraising campaigns.
6. Knowledge of donor management, including online fundraising and direct mail
7. Demonstrated organizational skills necessary to track and complete multiple projects concurrently.

Compensation: Full-time position; starting salary \$60,244 - \$70,875 DOE; excellent benefits, including health, dental, disability, paid sick time and vacation, and retirement.

To Apply: Send resume and a cover letter to: DDSC@grassrootsonline.org with DDSC2021 and YOUR NAME in the subject line. In your cover letter, *please be sure to explain one aspect of Grassroots International's mission that is particularly compelling to you and why.* No phone calls please. Position open until filled.

Grassroots International is an Equal Opportunity Employer. Black people, indigenous people, people of color, immigrants, LGBTQ+ and gender nonconforming individuals, and women are strongly encouraged to apply. We actively recruit, and support the

retention and advancement of, persons of diverse backgrounds within the organization. We believe that having a board, staff, and membership with diverse identities and backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. To that end, we are committed to fostering a workplace culture where all employees are equally included, valued, and supported.

Authorization to work in the United States is required.