



Organization: Need Him Global Ministries
Location: Plano, TX
Position: Data Management Coordinator

Position Description:

The Data Management Coordinator works closely with the Development and Volunteer Management teams. This person will work intimately with Charityproud donor software and report to the Director of Development. They will be responsible for managing donation processing and all donor data management. This is a part time position within the ministry that should average approximately 15-20 hours per week.

The Data Management Coordinator will focus on three key areas required to manage the ministry database and grow the ministry. Those areas include:

- a. **Manage and Maintain Internal Databases** - Update and maintain the overall ministry and donor databases
- b. **Gift Administration** - Process and manage written follow up of donor gifts
- c. **Partner Communication** - Assist in creation and distribution of communication with donors, volunteers and other partners

This person will also assist staff with special projects and initiatives in other areas of the ministry.

Primary Duties and Responsibilities:

- Manage the Charityproud database to ensure maintenance of database integrity, updated software compliance internally and routine data cleanup.
 - Accurately identify and enter gifts into database.
 - Generate acknowledgment letters and year end receipts.
 - Proactively maintain up-to-date records along with COA.
 - Ensure all development activity is entered into database.
 - Process and track pledges and send reminders when appropriate.
- Process electronic receipt deposits.
- Prepare, update and issue thank you letters to donors.
- Create queries, mailing lists, research, reports and analysis of donors/prospects.
- Assist with mailings, meeting preparations, reporting and other activities as needed.
- Help manage timeline for appeal letters, newsletters and other correspondence with appropriate contractors (mail house, layout & design).
- Work with Director of Response to manage volunteer communication.
- Coordinate with Finance team on reconciliation using QuickBooks.

Skills/Qualifications:

- Mature Christian believer who demonstrates Godly principles in all aspects of life.
- Minimum of two years experience working with database management along with Word and Excel.
- Experience in fundraising and with online donor giving tools is preferred.
- Experience with wealth screening products (ex: WealthEngine) is a plus.
- Ability to handle confidential information with discretion.
- Strong organizational and motivational skills to multi-task across a broad spectrum of activities concurrently.
- Self-starter with positive attitude along with excellent interpersonal and organizational skills.
- Ability to be responsible and excel in a flexible work environment while working independently when necessary.
- General understanding of basic accounting principles a plus.
- Marketing, communications and social media experience are welcomed.

About Need Him:

Need Him Global is Christian non-profit organization. Need Him began in 1996 as a partnership with Billy Graham Evangelistic Association, Campus Crusade for Christ, Moody Broadcasting and several other evangelical organizations. From day one our goal has been to use technology to communicate the Gospel and offer a safe place to have a conversation about a personal relationship with Jesus Christ. Those early days focused on large crusade meetings, television events and radio commercials pointing people to the 888-NEED-HIM telephone number to talk with one of our volunteers.

Need Him messages are now seen or heard on more than 400 Christian and secular radio and television stations around the country. The ministry also presents the Gospel message online through www.chataboutjesus.com and other social sites such as Facebook and YouTube. In addition, we partner with multiple other ministries to respond to those that are seeking a relationship with Jesus Christ. Now Need Him leverages online chat, text messaging and social media in addition to the more traditional phone calls and email. For more information about the ministry visit www.needhim.org.

Application Process:

Please send your resume to HR@needhim.org.