



United Way of Harrisonburg
and Rockingham County

DATA MANAGEMENT SPECIALIST POSITION DESCRIPTION

ORGANIZATIONAL SUMMARY

United Way of Harrisonburg and Rockingham County is uniting our community to empower people in need. Everything we do is focused on bringing people together to accomplish more than any one of us can on our own.

POSITION SUMMARY

The Data Management Specialist provides essential support to the finance and fundraising functional areas, attending to a significant level of details and tasks in a timely manner. They will take primary responsibility for the accurate and timely maintenance of all donor account records for United Way. The ideal candidate for this role will be detail-oriented, technologically savvy, and meticulously organized, with a strong commitment to accuracy and ethical decision making.

AREAS OF RESPONSIBILITY:

Finance & Fundraising Support:

- Takes primary responsibility for accurate maintenance of donor database, including posting United Way pledges, gifts, designations and accounts receivable on a timely basis
- Mails pledge acknowledgements and gift thank you letters
- Prepares and mails monthly accounts receivable bills in accordance with receivables report; Processes credit card transactions as needed. Prepares and mails credit card receipts to donors as needed
- Maintains, manages, and updates Bloomerang database (donor software system) and assists other staff members in database use
- Deposits all incoming checks for pledges, gifts and receivables for United Way and other accounts under the fiscal management of the United Way
- Prepares Bloomerang reports related to finance and other areas insofar as possible



United Way of Harrisonburg
and Rockingham County

General Administrative

- Assists with mail merge and office mailings
- Oversees purchase and maintenance of office supplies and equipment as needed and approved
- Assists in compiling and submitting data required by United Way Worldwide
- Coordinate technology-related projects with IT professionals (outside contractors), including ordering new equipment for office and staff
- Coordinate annual spring cleaning, including annual purge of paper documents according to document retention requirements
- Conducts new hire paperwork with new employees

PREFERRED QUALIFICATIONS:

While there are many paths to success, the following qualifications will most likely set you up to excel in this role:

- Commitment to United Way's mission and values
- A creative problem-solver
- Highly detail oriented
- Experience with comparable donor software system (UWHR is transitioning to Bloomerang in late Spring 2022)
- Ability to communicate effectively with others, both inside and outside of the organization
- Outstanding organizational skills
- Ability to be flexible in the midst of changing systems and staffing make-up

POSITION DETAILS:

Reports to: Executive Director

Location: Harrisonburg, VA

FLSA: Nonexempt

Position Type: Full Time

JOB REQUIREMENTS:

- Must be able to communicate effectively in English

COMPENSATION:

Salary Range: \$35,000-\$45,000

Competitive Benefits Package, including access to medical, dental and vision insurance, group disability and life insurance and paid-time-off

APPLICATION INSTRUCTIONS:

Interested applicants should submit a resume and cover letter to jobs@uwhr.org. Applications will be reviewed as they are received and must be submitted no later than June 15th, 2022.



United Way of Harrisonburg
and Rockingham County

United Way of Harrisonburg and Rockingham County is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our staff, Board of Directors, and volunteers are the most valuable assets we have. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities and talent that our staff invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. United Way of Harrisonburg and Rockingham County is an Equal Opportunity Employer and is committed to pursuing equity in all aspects of our work. All applicants will be considered for employment without regard to race, color, religion, gender, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.



United Way of Harrisonburg
and Rockingham County