



## **Data Services Specialist Job Posting**

### **Who We Are:**

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We strive to create a workplace that reflects the diversity of the kids and families we serve, championing our team of unique individuals to feel empowered to bring their full, authentic selves to work.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

### **Who you are:**

You love data. Accuracy and attention to details are your strengths. You think critically about a process and make suggestions on how to make it better. You understand the importance of both data hygiene and communication. You enjoy showing and helping others learn how to use systems and tools. You are comfortable using different programs to work with data, especially Raiser's Edge and Excel.

This position reports to, and works closely with, the Development Analytics & Prospect Manager.

### **Essential Functions**

- Perform accurate and timely data entry and gift processing
- Assist with gift acknowledgement process
- Proactively inform development of raised revenue status
- Process matching gifts and credit cards, including recurring and externally processed gifts
- Maintain regular integration/synchronization with other systems
- Track pledges and produce reminders; document and review completed pledges for compliance
- Reconcile monthly, quarterly, and annually with the Finance Team
- Create queries and produce lists and reports as requested



- Regularly enter actions to accurately reflect communication with donors
- Perform regular database maintenance tasks to ensure data integrity
- Provide suggestions to improve gift entry and acknowledgement processes
- Contact constituents to update or correct data records as needed
- Prepare annual donation tax statements
- Assist as needed in fundraising events including with e-commerce solutions
- Use Omatic, RENXT, Raiser's Edge Database, Wealth Engine, White Pages, Classy, OneCause, and several other pieces of software in the course of the day in order to complete their tasks
- Support Development teams on projects as needed, including projects not related to data management, such as events
- Constant communication with the Development Analytics and Prospect Manager as well as other members of the Development team to ensure database perspective is clear and best practices are met

### Skills

- Proficient user of fundraising/nonprofit databases; Raiser's Edge experience highly preferred
- Excellent knowledge of Microsoft Office Suite, especially Excel
- Demonstrated ability to maintain strong attention to detail
- Ability to think critically about how current practices can be improved and quickly adapt when changes are made
- Ability to meet deadlines in a fast-paced environment, to multi-task, and to adjust to competing priorities
- Excellent organizational and time management skills
- Excellent interpersonal skills and the ability to work well in a team environment
- Strong writing and verbal communication skills

### Education & Experience

- 1-3 years' related experience or equivalent combination of; nonprofit relational database management, basic understanding of fundraising, and nonprofit accounting principles and practices

### Competency Requirements:

- **High Standards** - Ensure exceptional quality and necessary attention to detail.
- **Active Communications** - Create an open and accessible environment that encourages flow of information and values continuous information exchange.



- **Planning & Organizing** – Prioritize multiple tasks and maximize use of available time to ensure work is accomplished efficiently and accurately.
- **Initiative** - Being proactive not reactive, make things happen.
- **Adaptability** – Flexible and open to new ideas. Quick to adapt.
- **Relationship Building** – Establish and maintain productive relationships with children, families, partners, and staff. Initiate contacts readily.

### **Work Environment**

This position is currently remote based on Multnomah County health requirements. Once office restrictions are lifted, this job operates primarily in a professional office environment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Constantly operates a computer and other office equipment, such as a calculator, copy machine, computer, and printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 10 pounds.

### **Compensation:**

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience.  
Generous benefits, including:

- Medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending plan;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical after eight years of service;

### **Application Guidelines:**

Complete the [application](#) through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations



**Position Type/Expected Hours of Work**

This is a full time (40 hours/week) non-exempt position. Some flexibility in hours is allowed; days and hours of onsite work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. This position requires occasional evening hours and weekend work.

**General Information:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.