

Development Analytics and Prospect Manager 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 are a data enthusiast and results-driven development leader. You are a stickler for details while being able to coach others on the "why" and "how" of accurate and complete data. Information and data tell a story that you can use to inform business and development strategy. Moves management and pro-active constituent analytics are second nature to you. You have a philanthropic mindset to lead data systems and analytics to maximize prospect engagement, solicitation, and gift closures. You have a strong point of view on data integrity and take ownership of the database and prospect management.

This position reports to the Director of Philanthropy and supervises the Data Services Specialist.

Essential Functions

Prospect and Portfolio Management (40%)

- Develop and maintain an ongoing best practices process for building donor profiles and researching new prospects.
- Evaluate, organize, and edit verified and extrapolated data into comprehensive reports on major gift and campaign donors and prospects (individuals, corporations, and foundations).
- Create and maintain a pipeline of new prospects.
- Track information pertinent to current prospects, donors, trends, philanthropy, and education; improve and contribute to donor files.

- Field miscellaneous donor research questions on a daily basis and regularly screen new and existing donors in Wealth Engine
- Lead prioritization of fundraiser's portfolios; build best practices for tracking internal prospect lists, moves management, and donor pipeline.
- Prepare for and lead productive prospecting meetings; ensure development officers have the tools, training, and resources necessary to keep portfolios dynamic.

Data Management Leadership and Analytics (30%)

- Ensure that constituent relationships are documented correctly; proactively seek ways to improve data tracking and work with development officers and other staff members to do so
- Develop and maintain intuitive, self-service reports that are useful to fundraisers.
- Work closely with the Director of Philanthropy to identify important emerging trends in prospect management and analysis, charitable giving motivations, and data management; continually keep informed on industry best practices; proactively suggest ways to improve prospect and data management.
- Supervise Data Services Staff and ensures cultivation and professional development of all direct reports.
- Proactively lead training and education of staff on prospecting and data management tools

Database Management (30%)

- Keep the department team members up to date on relevant data tools such as: Raiser's Edge including NXT, ResearchPoint, and WealthEngine. Proactively evaluate other tools and make recommendations and implement improvements to maximize relationship management and fundraising results.
- Maintain high database accuracy standards; ensure regular audits, high level of database integrity and quality control. Lead multiple projects to improve data consistency and accuracy every month.
- Implement multiple NCOA updates per year as well as software updates.
- Demonstrate high responsiveness to requests for data and produce regular weekly, monthly, quarterly, annual, and on-demand reports aligned with department needs.
- Collaborate across all CCA departments to understand data needs and processes, ensure all departments' data needs are met.
- Maintain high competency level of all Raiser's Edge internal users, providing necessary training and guidance as needed.
- Design and implement new processes, systems and standards for continuous improvement and relevance of analytics; ensure maintenance of an accurate Gifts Processing Manual.
- Lead documentation of all data management and entry processes.
- Ensure timely monthly, quarterly and annual reconciliation with the Finance Team.
- Keep updated on best practices in gift entry; maintain a high degree of knowledge of all database tasks to ensure business and essential services are on schedule at any given time

Skills

- Exceptional interpersonal skills and the ability to work well in a dynamic team environment
- Able to lead and supervise others toward successfully reaching common objectives
- Comprehensive understanding of all stages in the donor cycle
- Ability to conduct prospect research, analyze information and apply research as a key part of the overall fundraising efforts of the team
- High level user in Excel, RENXT
- Exceptional competency in Raiser's Edge database
- High degree of skill in using wealth screening and prospect research tools, such as WealthEngine, ResearchPoint, NOZA, GuideStar, LexisNexis, and/or other tools.
- Proactive attitude and high level of accountability in one's work
- Solid writing and verbal skills, including ability to teach and coach team members in using data system and interpreting information
- Capacity to meet deadlines in a fast-paced environment, to multi-task and to adjust to competing priorities

Education & Experience

- Bachelor's degree and 4 or more years related experience and/or training; or equivalent combination of education and experience.
- Experience with nonprofit relational database management (specifically Raisers Edge); understanding of fundraising and nonprofit accounting principles and practices
- Experience supervising staff
- Blackbaud certification a plus

Competency Requirements:

- **Technical Expertise** - Should be knowledgeable and skilled in functional specialty, add value, and serve as a resource
- **High Standards** - Should model excellence, be accountable for quality, accuracy, and attention to detail, and seek to improve processes
- **Initiative** - Needs to be proactive and take action without being prompted; makes things happen
- **Organizing and Planning** - Should have the ability to prioritize multiple, competing tasks, maximize use of time, and make efficient use of resources
- **Team Management** - Develop clear performance targets, roles and goals. Lead, monitor and develop a high performing team.
- **Results Oriented** - Should value outcomes and demonstrate a sense of urgency

- **Relationship Building** - Effective performers understand that establishing and maintaining productive relationships is a priority.

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.

Position Type/Expected Hours of Work

This is a full-time exempt position. Some flexibility in hours is allowed; days and hours of operation are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. Occasional evening and weekend hours are required.

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, salary range is \$50,000-\$55,000 DOE.

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

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.

The position is based in Portland, OR. The position will be open until filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled.