



Data Systems Manager

Greater Gallatin United Way

Bozeman, MT 59718

\$20/hr. or more DOE

Job Opening Date: Immediate

Office/Work Hours: 8:30 am - 5:00 pm, Monday through Friday. Full Time 32-40 hours per week. Flexible scheduling and remote work opportunities are possible.

The Data Systems Manager at Greater Gallatin United Way is responsible for the security, accuracy, and integrity of all data within the organization. The Data Systems Manager strives for efficiency in GGUW operational software. Their goal is to eliminate redundancies, increase accuracy, and save time.

The Data Systems Manager is involved in the finance, operations, marketing, and donor engagement departments, but work congruently with kidsLINK Afterschool Program and other specific programs within the organization to build communication and work-flow efficiencies.

The Data Systems Manager reports to the Director of Donor Engagement.

The Data Systems Manager lives the United Way mission, with extra emphasis on the principal: to operate well.

Operational Responsibilities

Regularly audits current software tools for redundancies, efficiency, ease of use – upgrades, leverages, discards, and/or recommends better software tools as necessary

- Keeps an eye on cost and renewal periods for software licenses, and is proactive with renewal or replacements before the expiration date

Operates with confidentiality and ensures data security

Improves user interface, functionality within Salesforce CRM, MailChimp, and other organizational tools

Is able to learn a brand-new software tool or process and lead the team as the organizational expert

- Stays up-to-date with improvements and big changes to existing software tools

Creates new and improved operational systems and establishes organizational best practices

Holds a growth mindset and has an eye on the future for scalability

Continues education on current trends in business, operations, non-profit management, and software

Hosts trainings for the organization on software.

Engages with the staff to find what works well, and where improvements need to be made

Donor Engagement Responsibilities

Creates monthly campaign progress reports to deliver to decision makers – the CEO, Director of Donor Engagement, Finance Director, Board of Directors

- Information is concise, clear, and easy to read

- Data has been thoroughly analyzed to guide decision making

Checks donor engagement levels and reports any big changes or trends

Reports relevant donor contact information when needed for outreach purposes

Is heavily involved in yearly campaign planning – gives relevant, timely guidance based on previous data for how, when, and which donors to engage with for maximum impact

Financial Responsibilities

Owns the donation processing procedure

Oversees all incoming donations

Oversees Office Manager in data entry duties including double-checking entry work, training as needed and clarification of questions

Ensures all financial data is updated in a timely manner and is provided to the right programs

Reconciles financial data in Salesforce to QuickBooks and to the bank with Finance Director

Reconciles financial data for auditing, year-end, and United Way Worldwide reports with Finance Director

Finds uncollected pledges to pass on to the Donor Engagement team

Reports donors requiring tax receipts

Marketing Responsibilities

Is a United Way brand management expert

- Work with the Director of Donor Engagement and Community Engagement Coordinator to ensure brand compliance on website and outgoing communications

Responsible for website updates and analyzes website traffic through Google Analytics – reports necessary changes to the Director of Donor Engagement

Works with Director of Donor Engagement to identify and tag segments of donors and other audiences for targeted emails using Mail Chimp

Hands-on for community disasters or brand crises, may need to work evenings and weekends as necessary for needed website changes

Program Data Analysis

As time allows, the Data Systems Manager will work with program staff to improve program data systems, analyze program data, and pull the story out of the data for grant reporting and donor storytelling.

Tools Used

Salesforce

Drupal 8 CMS

MailChimp

xL Connector

Microsoft Teams

Microsoft Office Suite

- Excel

- Outlook

Google Analytics

Required skills or experience

Education or related experience in marketing, finance, and operations

Integrating software tools

Data auditing and data security best practices

Reporting and data analysis

HTML/CSS or related coding knowledge

Software auditing

Communication with outside vendors

Education and continuing education on upcoming trends and tools relevant to the operations of the organization

Preferred skills or experience

College degree or similar business education

Data entry or data management roles

Information Technology roles

Non-profit management

United Way work experience