



Organization: United Way of the Midlands
Job Title: Data Coordinator
Department: Donor Engagement
FLSA Status: Full-Time, Non-Exempt
Location: Omaha, NE

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

As an organization that has been around for 100 years, United Way of the Midlands (UWM) has served the Omaha-Council Bluffs metro by bridging the business and not-for-profit sectors to create a Circle of Support that helps our neighbors overcome difficult challenges and start building a better future. UWM's funded programs and direct services address social and economic disparities and meet families' essential needs such as healthy food, safe and stable housing, physical and mental health services, career preparation, and job training. We are also diligently working to learn more about the experiences of different communities and to strive for inclusivity and equity so individuals and families can lead the best lives possible.

This position supports the Donor Engagement team in researching, analyzing, tracking, and managing the data for its most important and valuable relationships. The tracking and analysis provided by this role assist with the annual planning for all fundraising and relationship management at the highest levels. This position provides Leadership Donor Portfolio support for the Donor Engagement team and executive management. It specifically researches, provides intelligence and analytics, assists with communications, and assures customer management system accuracy and updates for the Leadership Donor portfolio.

Duties and Responsibilities:

- Manages the activities involved in logging, tracking, invoicing, and managing the daily communication and transactions associated with the leadership donor portfolio with direction, assistance, and supervision from the Director, Leadership Donor Management.
- Manages multiple projects related to communication with and about leadership donors and prospects for Donor Engagement, Senior Leadership, Marketing/Communications, and customer-related requests.
- As directed, manages important ANDAR donor database information, particularly related to major giving and analysis. This will include developing or working with the Operations team to develop, report and analyze regular data and special requests by management.

- Assists with research and analytics requests as directed by the Director, Leadership Donor Management around Tocqueville Society and Bridgebuilder donors, including gift tracking, sending pledge reminders, overseeing pledge clarifications, as well as sending, receiving, and submitting pledge forms.
- Responsible for assuring the scheduling, production, signing, and timely delivery of mailings to leadership donors and assuring the accuracy of the lists, letters, and signatures.
- Works cooperatively with the Donor Engagement team to assist in major giving growth and retention efforts.
- Works on projects for prospecting, cultivating, and communicating with current and prospective leadership donors and corporate partners.

Required Skills and Abilities:

- Driving is an essential function of this position.
- English proficiency sufficient for communication with supervisors, co-workers, clients and customers.
- Ability to research subjects using multiple points of information and learning new systems for research.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to ask appropriate questions to assure that the data requested will provide the information needed.
- Knowledge of CRM Database software; MS Excel, and MS Word.
- Must have strong oral and written communication skills.
- Ability to relate effectively to a wide range of people from all economic, racial, age, ethnic, religious, and social groups, etc.
- Ability to adapt to changing situations while maintaining a high standard of quality and professionalism.
- Ability to communicate effectively with own department and other departments within the organization.
- Exceptional interpersonal, leadership, and organizational skills
- High level of professionalism, confidentiality, and capacity to work independently
- Must be able to execute and accomplish immediate deliverables on short notice.
- Must be highly organized, responsive, and able to handle multiple deliverables at the same time.
- Must be a great teammate that cares deeply about the overall success of UWM.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Education and/or Experience:

- Associate's degree required (bachelor's degree preferred) with two to three years of related job experience working with data.
- Prior customer relationship management (CRM) experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.

Benefits:

- Shared health, dental, and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer-paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.