

Job Title	Data and Website Manager
Reports To	Director of Marketing

Job Purpose

The purpose of the Data and Website Manager is to implement the use of analytics and build reports from our vast sources of data. This role is critical to the success of our marketing and fundraising initiatives.

Duties & Responsibilities

The Data and Website Manager has a steadfast commitment to the quality and accuracy of data. They bring a passion for creative analytical thinking and reporting know how. They are a team player with a willingness to collaborate on a variety of project, but also thrives working with a high degree of autonomy. Other responsibilities include but are not limited to:

- Oversee and identify ways to streamline and improve both the accuracy and timelines of our data entry processes that currently include multiple web-based software packages
- Ensure our donor acknowledgements process is executed properly and in a timely manner
- Serve as the shelters data/reporting guru generating reports that deliver actionable insights to the leadership team helping us evaluate current strategic marketing programs
- Import and export data from various web-based software applications, building excel formulas, generating graphs and sorting data at an advanced level
- Interpret and understand what data analysis means and communicate its relevance to business partners as requested
- Demonstrate advanced problem solving, deductive reasoning and critical thinking skills
- Demonstrate ability to manage competing priorities to meet multiple deadlines
- Manage the organization's website including content and graphic updates, form management and the creation/testing of new forms as needed
- Manage multiple domains and report generation
- Manage donor management software
- Provide reports and data as requested by President & CEO, Director of Operations and relevant business partners in a timely manner

Qualifications, Applicants must:

- Embrace our No-Kill Philosophy
- Bachelor's Degree
- Experience with Salesforce Required
- Experience with Dataloader.io Preferred
- Minimum 2 years Data Analytics and Website Management experience
- Experience managing, updating and generating reports via multiple sources of data
- Proficient in WordPress, Microsoft Office, CRM and Donor Management software
- Advanced user of Excel

- Be a self-starter with a lot of initiative, problem solving skills & the ability to work with minimal supervision
- Be an excellent communicator—both written and verbal
- Be flexible to work some nights and weekends
- Be able to excel in a high paced work environment where you are surrounded by the distractions of animal sounds, smells and their respective allergens