

Job Title	Data and Website Manager
Reports To	Director of Training and Communications
Salary Range	\$35,000 - \$40,000

Job Purpose

The purpose of the Data and Website Manager is to use analytics and critical thinking to build reports from our vast sources of data and manage the donor acknowledgement process. This individual will have an excitement for the stories data has to tell and how that information can be applied to fundraising and organizational goals. 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 projects, but also thrive working with a high degree of autonomy. Other responsibilities include but are not limited to:

- Identify ways to streamline and improve both the accuracy and timelines of our data entry processes
- Manage donor acknowledgements and data
 - Ensure acknowledgement process is executed properly and in a timely manner
 - Accurately enter data/gift information
- Manage Salesforce database
 - Campaign and event reporting
- Serve as the 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
- 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, Director of Training and Communications, 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