



Igniting social change. Advancing social justice.

DATA SPECIALIST

Position Type:	Part-time - 15-20 hours per week
Classification:	Non-Exempt/Hourly
Reports To:	Development Director
Wage Range:	\$20/hour
Benefits:	As a part-time position, benefits include paid sick time, vacation, and holidays.

MRG's mission is to inspire people to work together for justice and mobilize resources for Oregon communities as they build collective power to change the world. And we've been at it since 1976.

We are a participatory grantmaker supporting organizations and groups whose work benefits communities that call Oregon home. Most of our grantees are emerging, grassroots organizations fighting for racial, social, environmental, disability and gender justice, and we prioritize funding groups that are led by people of color, Indigenous people, women/femmes, non-binary folks, LGBTQIA+ folks, low-income communities, young people, and immigrants and refugees.

We are a small-staff organization experiencing tremendous growth and development. Our data entry needs have grown exponentially this past year.

Position Summary

Our data specialist will be responsible for ensuring the accuracy and timely input of information into our donor database. This position will also be responsible for ensuring donors receive timely gift acknowledgement letters and producing data reports as needed. There will be some interaction with the public in responding to requests around their gifts and acknowledgements.

All staff are currently working remotely but even after the pandemic, this position can be done remotely and work hours are flexible.

Core Responsibilities

- Accurately enter donation and donor data into cloud-based database software
- Ensure data accuracy and resolve any discrepancies in information
- Produce gift acknowledgement letters in a timely manner

- Produce data reports as needed
- Manage MailChimp email list as needed
- Performs ad hoc duties as needed

Required Qualities/Skills

- Detail-oriented, organized and an independent problem solver.
- Proven commitment to social and racial justice and organizing for structural change. Desire to push back, redesign, and disrupt existing systems (internal and external) that oppress Black, Indigenous, People of Color, LGBTQIA+ folks, immigrants and refugees, disabled folks, and other underserved communities.
- Good at working by themselves and as a team. Ability to hold themselves personally accountable, recognize mistakes, and learn from them.
- Strong working knowledge of excel and google sheets
- Previous experience working with databases; experience with Bloomerang preferred.

How to Apply

The position is open until filled. For priority consideration, please apply by March 5, 2021 to jobs@mrgf.org. Please send your resume and a short letter or narrative addressing why you would be a good fit for this position.