



JOB DESCRIPTION

Position Title <p style="text-align: center;">Data and Research Associate</p>	Overtime/FSLA Classification: <p style="text-align: center;"> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Contractors </p>
Department: <p style="text-align: center;"> <input type="checkbox"/> Programs <input checked="" type="checkbox"/> Development/Marketing <input type="checkbox"/> Finance <input type="checkbox"/> Administration <input type="checkbox"/> Executive </p>	Location: BBBS Miami <p style="text-align: center;">550 NW 42nd Avenue Miami, FL 33126</p>
Reports To: Vice President, Development	Number of People Supervised: 0

ORGANIZATION DESCRIPTION

Big Brothers Big Sisters (BBBS) of Miami is an award-winning, innovative organization that ignites the potential within each child and advocates for them to explore the endless possibilities of what they can accomplish. Since 1958, BBBS of Miami has been South Florida’s premier mentoring organization, preparing future leaders in the community by matching youth (Littles) with committed adult mentors (Bigs). These relationships empower Littles to become productive members of the community. BBBS Miami has been recognized as an “evidenced-based model” of mentoring by the Office of Juvenile Justice & Delinquency Prevention and a respected legacy organization in South Florida.

***Awards and Recognition:** BBBS of America Pinnacle Award (2021, 2020, 2019), BBBS of America Gold Standard (2020, 2019, 2018), Take Stock in Children of Florida, Gold Luminary (2021) and Gold Award (2020, 2019, 2018), BBBS of America Quality Achievement Award (2017, 2016). Mentoring & Community Empowerment Award (100 Black Men of America, Inc.); NOVO Award for Program Innovation: School to Work Program (2010 Greater Miami Chamber of Commerce)

ORGANIZATION VISION

All youth achieve their full potential.

ORGANIZATION MISSION

Create and support one-on-one mentoring relationships that ignite the power and promise of youth

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POSITION PURPOSE
(What is the overall role this position will have in the agency?)

This position has a key role within the development team of being the primary manager of donor cultivation and stewardship processes, which includes leading on gift administration and entering donor data into the Development CRM, Raiser’s Edge. Collaborates with the development team on all donor research, activity and establishes best practices to track donor movements and key metrics.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Daily Activities, in priority order)

Serve as part of the development team responsible for the support of fundraising and advancing agency values and initiatives.

Administer organization’s donor CRM, including ongoing Raiser’s Edge/RENXT database for high quality efficient performance.

Develop and enhance system plans and policies. Oversee, manage, and train on system modules including, but not limited to, biographic, prospect management, research, stewardship, events, gift processing, grant tracking, research and planned giving.

Implement strategies and procedures to track and maintain accurate information on current and potential donors; record and report to ensure and facilitate donor stewardship, and assist in scheduling donor cultivation meetings and follow-up meetings as needed.

In conjunction with Finance, perform prompt and accurate centralized data entry, including but not limited to the timely processing and acknowledgement of all gifts, pledges, postings, pledge payments, pledge reminders, matching gifts, gifts in kind, monthly reconciliations and other contributions to BBBS.

Assist in preparation of reports and analysis of fund raising activities as requested. Prepare event/development related proposals and/or supporting documentation.

Produce targeted mailing lists for communications, solicitations, invitations, etc.

Develop, implement and manage the internal systems of prospect identification, cultivation, solicitation and stewardship, with strong emphasis on major gifts prospect management.

Develop and execute donor stewardship plans.

Coordinate and participate in data collection and research related to donor prospecting and cultivation. Compile and manage research materials.

Lead efforts in the compilation and analysis of data and research. Translate research findings for key staff and board members.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

Support Agency staff on any activities needed to achieve the vision of Big Brothers Big Sisters of Miami.

**Education Level:
(minimum & preferred educational requirements necessary to perform this job successfully)**

- High School Diploma
- Post-Secondary (some college, Associate degree)
- Bachelors (**preferred**)
- Graduate Degree or commensurate experience (preferred)

Bilingual in Spanish and/or Creole is required and/or a plus.

**Related Experience
(minimum & preferred related work experience necessary perform this job successfully)**

A minimum of 3-5 years of work experience, particularly in administration, data tracking and database management.
Direct experience with Raiser's Edge, RENXT, or Salesforce required.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

Routine office environment with flexible work hours to meet customer needs.

Physical Demand	DESCRIPTION
Stationary Position	Must be able to remain in a stationary position at least 50% of the time
Traverse	Must be able to move about the inside of the office
Communicate	Must be able to exchange accurate communication
Operate	Must be able to operate office productivity machinery (i.e., computer, copier, etc.)
Lift	Must be able to lift office equipment up to 25 pounds

TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)

<5%

BBBS of Miami provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability, or any other federal, state or local protected class.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Commitment to Diversity, Equity and Inclusion

BBBS of Miami values diversity and inclusiveness in the workplace, including with respect to the Agency Board, staff, and volunteers. The Agency has set a goal to build a diverse, high-performing workforce based on the Agency's core values and has set forth a set of written commitments, outlined in the Personnel Policy Handbook, in accordance with this goal.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS of Miami may change the specific job duties with or without prior notice based on the needs of the organization.

Background Clearance

BBBS of Miami, mandatory complete FDLE background clearance on all employee's pre-employment and tri-annually thereafter. The Agency adheres to all applicable Federal, State and Local Laws regulating the use of backgrounds for the purpose of employment, along with the Standards of Big Brothers Big Sisters of America.

Drug-Free Workplace

Big Brothers Big Sisters is committed to being a drug-free employer. Although some State/Local Laws permit the use and possession of marijuana for both medical purposes and recreational use, Federal Law does not. Where the State Law and Federal Law differs, Big Brothers Big Sisters of Miami will typically comply with Federal Law and that is our position regarding marijuana. Following Federal Law, in the absence of State/Local Law to the contrary, Big Brothers Big Sister of Miami considers marijuana to be an illegal drug for the purposes of our policies. Therefore, the legalization of marijuana does not affect Big Brothers Big Sisters of Miami rights to enforce our drug and alcohol policies, including our drug testing policies. Testing positive for marijuana may result in disciplinary action, up to and including termination of your employment.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification; it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

JOB DESCRIPTION

ACKNOWLEDGEMENTS	
Creation Date: 8/2022	Revision Date: 8/17/2022
Supervisor: I have approved this job description and reviewed with my employee	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: