



Analyst, Research and Database

Meals On Wheels Atlanta
1705 Commerce Drive NW
Atlanta, GA 30318
404-351-3889 (Main)

Position Purpose:

Under the supervision of the Director of Grants and Institutional Giving, the Research and Database Analyst manages MOWA's growing database of constituents, utilizing the Raiser's Edge fundraising and donor management software. This full-time position also provides research support to the Development team and oversees gift processing.

Responsibilities:

1. Database maintenance; maintain integrity of all data inputs/outputs of the Raiser's Edge database by utilizing and communicating best-practice protocols for data entry, data extraction, and reporting.
2. Develop and follow protocols for new records and record maintenance; input constituent data in a complete, consistent, logical, and structured fashion.
3. Import financial data; import volunteer data from Volunteer Hub.
4. Develop and document protocols and procedures for inputting donations and program registrations into Raiser's Edge.
5. Develop and document procedures for receipting and year-end giving statements.
6. Manage acknowledgement letter process.
7. Work with Finance staff to reconcile financial information between Raiser's Edge and accounting software.
8. Ensure all staff are set up with the appropriate logins, access, and screen layouts; ensure all staff are adequately trained as appropriate for their position to utilize the database.
9. Assist with adding functionality to Raiser's Edge and utilize the software's entire functionality.
10. Work with the CDO and the Development team to compile a list of reports and needed database outputs.
11. Assist the CDO and Director of Grants and Institutional Giving with research needs as it relates to identifying individual donor and grant opportunities; work with Development leadership to identify, develop, and coordinate grant opportunities; work with Development leadership to implement research strategy to identify individual/major gift opportunities.
12. Recommend resources for research development (wealth screening, foundation databases, etc.).

Required Qualifications:

- * BS in information science or equivalent work experience
- * 3+ years of database experience
- * 3+ years of experience with Raiser's Edge required
- * Advanced skills and experience in Microsoft Excel
- * Experience with business intelligence concepts and tools desired
- * Strong analytical and problem-solving skills
- * Excellent work ethic and positive disposition; excellent ability to multi-task



Salary:

Commensurate with experience; full benefits

To Apply:

Please email resume and cover letter to hr@mealsonwheelsatlanta.org. No phone calls, please.

Meals On Wheels Atlanta (MOWA) was founded in 1965 to support seniors struggling with poverty, food insecurity, and social isolation. Over more than 50 years, we have grown from a small soup kitchen for seniors to an organization serving more than 265,000 meals each year to seniors throughout the Atlanta area. From the beginning, the heart of our mission has been to offer seniors in need the comfort of a warm meal and a friendly face. Today, we rely on thousands of friendly volunteers to help us prepare and deliver meals to the homes of low-income and homebound seniors in our community.

As we have grown and evolved our meal services over the years, we have also expanded our program offerings to respond to other critical needs facing seniors in our community. Our Home Repair Services program, Neighborhood Senior Centers programming, and Adult Day Health Center all help address these needs and support the independence and quality of life of the seniors we serve. Throughout all we do, our vision is to ensure that no Atlanta area senior is hungry, cold, or forgotten.