



HEADWATERS™

FOUNDATION *for* JUSTICE

Position Title: Donor Systems Associate (DSA)
Reports To: Director of Individual Giving
Open Until: 5 p.m. on Monday, April 26, 2021
Salary Range: \$51,000-\$59,000

About Headwaters Foundation for Justice (HFJ)

We are a Minneapolis-based community foundation that invests in grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of our programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We fund a variety of groups, and we prioritize work that is led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

Position Overview

The Donor Systems Associate (DSA) provides administrative support to the development team, which is comprised of the Director of Individual Giving and Grassroots Gift Officer, to advance Headwaters' mission through donor organizing. The DSA owns the processes and systems that organize all aspects of fundraising at HFJ, including managing the donor database and processing and acknowledging all donations. Beyond serving the administrative needs of individual donors, the DSA will also provide support to HFJ's development communications, campaigns, events, and committee work as needed.

Responsibilities

The DSA is committed to doing whatever is needed to ensure the development team can perform at their most informed and efficient level.

Data Entry – 50% of time

- Daily gift entry and reporting on contributions within Raiser's Edge (Raiser's Edge NXT – RENXT and RE Database view).
- Ensure donor gifts are acknowledged in a timely manner.
- Produce and mail annual donor giving statement.
- Work with finance team to reconcile monthly and annual contributions.

Record Maintenance & Reporting – 25% of time

- Routinely examine, clean, and optimize data records to eliminate duplicate records, reconcile inconsistent data, and maintain overall RENXT database integrity and accuracy of data imported into the database.
- Update and produce regular fundraising data reports for the development team.

Project Management & Team Support – 25% of time

- Manage organization-wide direct mail campaigns including, for example, calendar year end and fiscal year end.
- Support the administrative needs of the annual board fundraising efforts.
- Project manage all development events including working with vendors. (e.g. event planners, caterers, etc.) and supporting the event day-of.
- Assist with team project management and research, as requested.
- Additional duties, as assigned.

Ideal Candidate Qualifications

Required Hard Skills:

- Two to three years of user experience with Raiser's Edge NXT (RENXT) and RE Database View (*individuals without this database experience will not be considered*).
- Advanced Microsoft Office skills – especially Excel.
- Minimum of two to three years of professional work experience, preferably on a development team.
- Intermediate experience and strong interest in data analytics.
- Intermediate experience and strong interest in project management.

Required Soft Skills:

- Highly Organized
You can manage across multiple work streams and functions, keeping deadlines and managing complexity by simplifying solutions, systems, and processes with clarity and attention to detail. You have an ability to efficiently meet deadlines.

- Collaborator
You have excellent coordination and relational skills. You are an exceptional communicator, have strong verbal and written communication skills and are meticulous about details and follow up.
- Experience Supporting Campaigns
You have experience managing data and can analyze and strategize on information to inform a recommended approach for development campaigns.

Shared Expectations

- A commitment to the Headwaters mission and values, and guiding principles.
- Willingness to advance strategic goals and outcomes set by the Board, the President, and the Director of Individual Giving.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.
- A sense of humor.

Current COVID-19 Circumstances

Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:

- All employees currently work remotely from home until at least August 31 2021, and are required to have access to internet; Headwaters provides a monthly stipend to offset home office expenses.
- Staff meetings are held virtually using Zoom, Microsoft Teams, or other software platforms.
- Employee travel for conferences or professional development has been suspended for the duration of the fiscal year (July 2020 – June 2021).
- In-person meetings with donors, volunteers, or grantees have been suspended while COVID-19 circumstances are being monitored by an internal task force.

Salary and Benefits

Salary range \$51,000-\$59,000. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

Environment

HFJ is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Some evenings and weekends required.

To Apply

Attach your cover letter and resume as PDFs in an email with *Donor Systems Associate* as the subject line to Human Resources at [hiring@headwatersfoundation.org](mailto: hiring@headwatersfoundation.org).

Applications will close at 5 p.m. on Monday, April 26, 2021.