



**OPEN POSITION**  
**DATA & SYSTEMS MANAGER**  
Marketing, External Relations & Fund Development Team  
(MERFD)

**ABOUT US**

The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever.

**ABOUT THIS POSITION**

The purpose of this position is to provide support to the MERFD department to ensure our organization can recruit volunteers to serve as mentors and donors to fund our youth programs.

**CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION**

The successful candidate for this position is technologically savvy, enjoys working with data, is detail oriented and organized, and cares about taking care of customers.

**EDUCATION & EXPERIENCE**

A high school diploma and experience with donor management is required.

**DAY TO DAY RESPONSIBILITIES**

The Data & Systems Manager manages the agency cultivation and stewardship database (Salesforce) to include entering gifts, sending gift acknowledgements, performing other data entry, ensuring the accuracy of the information in all records, providing reports, managing dashboards and monitoring the donor moves management process.

**TRAINING**

Extensive initial and on-going training on Salesforce, donor management and other topics relevant to meeting our goals for **Brilliant Storytelling**, **Inspiring Cultivation** and **Dazzling Stewardship** is provided to the successful candidate.

**SALARY**

\$35,000-\$45,000 dependent on experience.

**BENEFITS**

Medical, dental, disability and life insurance benefits are provided. A medical plan that is no cost to the employee is available. The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year depending on the length of their employment. A simplified employee pension plan is also provided for the employee after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided.

**HOW TO APPLY OR ASK QUESTIONS**

Apply at Indeed or forward resume to [careers@bigmentor.org](mailto:careers@bigmentor.org)