



## Prancing Ponies Foundation Leadership Summer Academy Internship 2018 Data Management Associate

<b>Job Title:</b>	Data Manager	<b>Job Category:</b>	Job Category
<b>Department/Group:</b>	Donor Management	<b>Job Code/ Req#:</b>	DATAMGR2018
<b>Job Type:</b>	Full-Time	<b>Hours:</b>	9am – 4pm
<b>Location:</b>	SF Bay Area	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	Unpaid	<b>Position Type:</b>	Internship
<b>Professional Level:</b>	Intern	<b>Min Education:</b>	In college/4-year Degree
<b>HR Contact:</b>	Chanterria McGilbra	<b>Date Posted:</b>	January 23, 2018
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	December 31, 2018
<b>Benefits</b>	Training	<b>Start Date:</b>	February 2, 2018
<b>External Posting URL:</b>	<a href="http://www.prancingponies.org">www.prancingponies.org</a>	<b>Internal Posting URL:</b>	<a href="http://www.prancingponies.org">www.prancingponies.org</a>
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> <a href="mailto:supporttheponies@prancingponies.com">supporttheponies@prancingponies.com</a>  Subject Line: Social & Digital Media Volunteer, (Your Name)”		<b>MAIL:</b> Prancing Ponies Foundation PO Box 1942 Mill Valley CA 94942	



### **Description**

Prancing Ponies Foundation's mission is "Creating Women Leaders One Girl at a Time" by developing core competencies required for advancing to and succeeding in leadership roles in their chosen careers.

Founded in 2016, Prancing Ponies' goal is to serve 1000 girls worldwide by 2020.

We offer two programs that support our mission and goal. The Prancing Ponies Leadership-Summer/Abroad Academy provides up to ten 2<sup>nd</sup> & 3<sup>rd</sup> year University girls an opportunity to learn core leadership skills while interning. Our newest program, the Prancing Ponies Online Leadership Academy for high school girls enables us to teach critical leadership skills prior to college empowering them to take on leadership roles in college and later in their chosen careers.

### **Position Summary**

Areas of focus will be adjusted to suit volunteer's strengths and interests and to align with ongoing shifts in current projects within the marketing and communications department. Responsibilities are likely to include many of the following:

### **Position Description:**

Prancing Ponies Foundation's databases are central to the management of relationships with its community and individual donors. The Database Manager manages all gift entry and acknowledgments, and will maximize the fundraising and marketing potential of our databases through accurate and effective management of information and relationships. The successful candidate will ensure an exemplary level of data integrity in Donor Perfect.

### **Principal Responsibilities:**

- Be fully familiar with and manage the day-to-day operations of the Donor Perfect database, ensuring that it operates to its full potential to maximize income.
- Creates, updates and maintains data structure for Donor Perfect, including but not limited to: effective set up and maintenance of database codes, accuracy of donor and prospect names, salutations and contact information, maintaining accurate soft credit and pledge input, maintenance and reporting.
- Provides accurate and timely reports, queries and data exports for fundraising campaigns purposes.
- Ensures that all grant agreements are accurately tracked in the database inclusive of report dates, program officer relationships, payment schedules, and project specific notes on funding.
- Produces the yearly annual report donor listing in timely, streamlined and accurate manner.
- Ensures that all other Donor Perfect database users are appropriately trained, kept up-to-date with procedures and retrained as and when required.
- Supports colleagues by investigating problems and recommending solutions relative to any and all database functions.



- Regularly communicates with the Executive Director to ensure that she is aware of any issues relative to data integrity and donor needs.

#### **Financial Management Responsibilities:**

- Responsible for timely and accurate gift entry and revenue tracking including but not limited to: check receipt process, wire transfer gifts, stock transfer gifts, ensuring accurate and daily gift entry, posting daily entries to the General Ledger in Financial Edge, and weekly data audits of the outside donation processing company(s).
- Responsible for generating accurate, timely, and appropriately worded acknowledgment letters for all donations.
- Maintains a strong electronic and paper filing and tracking system for gift and pledge documentation.
- Manage the relationship with the donation processing company, ensuring that gift entry is timely and accurate, and that the acknowledgment process is working seamlessly. Ensures that no backlog develops and that during the month all batches are processed daily. Performs regular audits and checks on our donation processing company.
- Serve as the liaison with the Finance team for: financial adjustments when necessary, weekly and monthly reconciliations, and all other financial reconciliation processes as necessary.
- Updates, produces and distributes daily, weekly, and monthly revenue reports to all appropriate parties.
- Assists with the preparation of reports for the organization's annual audit.

#### **Qualifications:**

- Minimum of 2 years direct experience working with databases.
- Excellent organizational skills and demonstrated ability to prioritize tasks, meet deadlines, multi-task and work under pressure.
- Ability to organize information and data and perform detail-oriented work with accuracy/timeliness/completeness.
- Demonstrated experience with database analytic tools, queries and reports and other advanced database analysis functions.
- Customer-facing experience with effectively communicating with donors and supporters via in-person interaction, phone, email and regular mail is preferred.
- Ability to work with multiple staff within the Team and throughout the organization. Hands on experience working collaboratively with a Finance Dept. recommended.
- Excellent Microsoft Office skills.
- Excellent written and verbal communication skills.
- Commitment to the mission of Prancing Ponies Foundation of Creating Women Leaders One Girl at a Time.

#### **Working Conditions:**



- Predominately works at computer workstation.
- Possible occasional travel to/from Prancing Ponies Foundation events within the San Francisco Bay Area.
- Lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.

**In addition, the ideal candidate will possess the following attributes and experience:**

- Extremely high level of professionalism, collegiality, relational, self-motivating, organized
- Passionate about youth and families, healthy relationships and circle approaches
- Professional, creative, honest and trustworthy
- Flexible and able to deal effectively and politely with people from all backgrounds and in all types of difficult situations
- Ability to evaluate problems accurately and display good, sound, confidential judgment
- Motivated and flexible to change.