



Since 2005 Agape International Missions (AIM) has worked in Cambodia to holistically stop the cycle of sex trafficking and exploitation of the poor and vulnerable. We do this through programs founded on our Christian faith and created to Prevent sex trafficking, and Rescue, Restore and Reintegrate survivors.

We are seeking a full time Advancement Database Specialist to join the US team in Roseville, CA

JOB PURPOSE:

Reporting to the Director of Advancement Operations, this role will support the Advancement Team, with an emphasis on database management, reporting needs, building and maintaining systems and processes, and special projects related to data for the Advancement department and the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (i.e. those which are basic, necessary, and an integral part of the job, are indicated below.)

- Manage the Virtuous database, AIM's CRM, ensuring the database is being utilized correctly and to its full potential;
- Provide effective management of confidential donor records, establish and maintain data treatment standards, and monitor data accuracy and integrity;
- Oversee data entry, integrate new data, and update the database regularly;
- Manage training and onboarding of new users and deployment of new developments to existing users in Virtuous and other supporting systems;
- Build and maintain training and operating instruction resources for the team to reference;
- Act as the organization's point person for Virtuous and other support systems, including but not limited to Give Lively, Classy, Donor Search, Shopify, etc.;
- Develop and prepare reporting solutions, including both standard and ad-hoc reports, as requested by Officers, Marketing, Product and Sales, leadership, the board and others as needed;
- Manage continuous clean-up projects, both scheduled and ad-hoc;
- Communicate donor care tasks to Advancement Team upon receipt of gifts or lack of gifts;
- Create queries and exports for mailing lists, email campaigns, fundraising appeals, event invitations and other fundraising/marketing initiatives;
- Liaise with the Finance department to reconcile financial records and upkeep income projections documentation
- Work closely and in collaboration with Director of Advancement Operations and the Advancement Operations Team on tasks and projects;
- Support the Marketing team in managing monthly donor data;
- Support the Product and Sales team with sales data integration into the database;
- Assist with other Advancement/Marketing/Event/Sales activities as needed;
- Assist with special projects as assigned;
- Other duties as assigned;



ESSENTIAL BELIEFS AND VALUES: (i.e. our employees align with the faith and foundation of the organization including the items listed below)

- Maintain a personal relationship with Jesus Christ and is a consistent witness of Jesus Christ;
- Speak of Agape International Missions, our staff, our partners, participants in our programs, and other organizations with respect and honor across all communication platforms, faithfully praying for each;
- Act as an Advocate for AIM and each individual AIM serves, understanding the problem, raising awareness of the need and how everyone can respond;
- Adhere to AIM's Mission, Vision, Values and Statement of Faith

POSITION QUALIFICATIONS & REQUIREMENTS:

Key Relationships

Reports to: Director of Advancement Operations

Direct Reports: None

Education and Experience

Bachelor's Degree in related field preferred

Minimum of 1 year of non-profit experience in an Advancement/Development department

3+ years of database/systems experience

Skills and Abilities

Specific and General skills and abilities required to meet the expectations of the position.

- Strong knowledge of CRMs and database systems; experience with Virtuous preferred but not required
- Strong data analysis skills a must
- Strong knowledge of Microsoft Excel/Word, Google Suite and Apps, Dropbox, and Mac systems; skills test may be required
- Ability to learn new computer programs, software, and applications
- Highly organized with attention to detail, self-starter
- Ability to prioritize, coordinate multiple projects and meet overlapping deadlines
- Effective communicator able to work with many styles of communication and different departments
- Ability to work independently and as a team member
- Self-sufficiency to maintain spiritual, physical and emotional health while consistently working toward the vision of AIM as a whole and within the Advancement Team.
- Spiritual maturity and passionate about Jesus and committed to freedom.

Employment Requirements

- Must pass pre-employment reference
- Proof legal authorization to work in the United States

Apply on our website at <https://agapewebsite.org/about/#jobs>