



# TIMOTHY

## CHRISTIAN SCHOOL

<b>Position Title:</b>	Data Analyst – Blackbaud Raiser’s Edge
<b>Position Summary:</b>	The Blackbaud Raiser’s Edge Data Analyst is responsible for having expert knowledge in the capabilities and use of the Raiser’s Edge database and develops and oversees the database for all activities including major & corporate gift fundraising, stewardship and research/prospect management.
<b>Position Supervisor:</b>	Director of Advancement
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Responsible for managing the accuracy and integrity of the Raiser’s Edge database that is integral to fundraising efforts.</li> <li>• Establish and maintain protocol and data input guidelines to ensure data integrity.</li> <li>• Gift entry and acknowledgement</li> <li>• Assist development team with donor/prospect research and analysis via the utilization of electronic prospect management tools.</li> <li>• Responsible for all queries, reports, and overall timely management of output from the system.</li> <li>• Prepare and mail all donor acknowledgement letters.</li> <li>• Track and process event registrations and donations.</li> </ul>
<b>Position Qualifications:</b>	<ul style="list-style-type: none"> <li>• The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God’s Word and standard for daily living.</li> <li>• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.</li> <li>• The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.</li> </ul>
<b>Preferred Skills</b>	<ul style="list-style-type: none"> <li>• Experience with basic Microsoft applications (Excel and Word)</li> <li>• Experience in Blackbaud Raiser’s Edge or a similar donor database</li> <li>• High degree of attention to detail</li> <li>• Bachelors degree in Business, Computer Science or Data Analytics</li> </ul>

All interested parties should contact Robin DiFiore at [rdifiore@timothychristian.org](mailto:rdifiore@timothychristian.org).

Please email a copy of your resume with a cover letter.

2008 Ethel Road Piscataway NJ 08854 732-985-0300 TimothyChristian.org

*“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

2Timothy 2:15

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