

Donor Relations Analyst

Reports to: Knowledge Manager

Date: ASAP

GENERAL DESCRIPTION:

Do you have a strong analytical background and want to support the transformation of public education in Los Angeles?

Green Dot Public Schools (www.greendot.org) is the leading operator of public schools in Los Angeles and an important catalyst for education reform in California. We are looking for a bright, motivated associate to support the Knowledge Management and Development departments by managing client data, donor relationships and the creation of quantitative and qualitative reports.

Green Dot is a non-profit whose mission is to transform public education in Los Angeles so that all young adults receive the education they deserve to be prepared for college, leadership and life. Our work is directly focused on influencing the Los Angeles Unified School District (LAUSD) to transform its failing schools into clusters of small successful schools and helping the district reinvent itself as one of the best school districts in the country. Green Dot operates a network of successful charter schools using the small schools model, in some of the highest-need areas of Los Angeles.

The Donor Relations Analyst will work with client, donor, and student information to analyze a wide variety of demographic, financial, and academic data. The ideal candidate will be a motivated, analytical, detail-oriented individual with 1-3 years of experience. A passion for growing programs and working in an entrepreneurial environment is required. Previous project management experience is helpful.

The salary for this position will be between \$45,000 – 55,000 commensurate with experience.

ESSENTIAL FUNCTIONS:

- Project manage development initiatives, including grants and donations
- Support Development department, including grant writers and other key stakeholders
- Develop and manage customer relationship management (CRM) database, including regular data cleanup and auditing
- Manage and manipulate large amounts of data in Excel and databases, and generate reports using graphing software
- Ensure timely processing of contributions, acknowledgements, and fulfillment of all donor requirements
- Support Knowledge Management projects as needed
- Develop expertise in student-level data and provide Development team with key data
- Maintain confidentiality of all donor and contribution records

REQUIREMENTS:

- Strong analytical and quantitative abilities
- Proficiency and experience with Microsoft Excel and PowerPoint
- Excel modeling experience a plus, but not necessary. We are looking for a fast-learner who can also quickly become comfortable with graphing software and web-based programs.
- Highly organized, detail-oriented
- Hard working, motivated and self-directed—able to think critically and anticipate needs of stakeholders

- Excellent communication skills, written and oral. Comfortable in communicating with senior management.
- Bachelor's degree with a demonstrated track record of academic success
- Dedicated and inquisitive, able to learn quickly about the “big picture” of education in Los Angeles
- The ideal candidate will have a strong desire to make a positive social impact

TO APPLY:

We require all candidates to complete an online application at
<https://edzapp.com/applicant/LoginPrivate.aspx?OriginCode=22768>

First time Green Dot applicants:

- “Register” at the link above, and check the Position of “**Professional Executive**”. You may check more than one Position, but be sure that “**Professional Executive**” is one of those that you check.
- Once you submit your registration, follow the instructions that appear on your screen for the role of **Professional Executive**.

Returning Green Dot applicants:

- If you have completed this application in the past, for any position at Green Dot, *please do not create another application*.
- Login at the link above with your email/password (use the “Trouble Logging In” link if you need help).
- Once logged in, go to the **My Info** tab, be sure all personal information is current, check the Position of “**Professional Executive**” and hit submit.
- Go to the **My Jobs** tab, click the opening for “**Donor Relations Analyst**” and the **Apply Now** button.
- You may need to modify and/or add to your application in order to apply for this position. Please be sure you have uploaded the most recent of the documents required/requested.

Only applicants chosen for an interview will be contacted. We are looking to fill this position ASAP.

This employer strives for a balanced, productive workforce, which is diverse in terms of age, gender, and cultural identity. We do not base hiring or promotional decisions on factors other than performance and professional growth potential.