

United Way of Greater Milwaukee (UWGM) has a unique opportunity for a Manager, Information Resources. This key position provides full campaign analysis/trending information, and monitors and reports the status of the annual campaign to the Vice President of Campaign. We'll look to you to optimize research capabilities to manage prospects in order to broaden the support base. In addition, you would be the campaign liaison to IT and Finance Divisions

Key responsibilities include campaign tracking, research, liaison to finance & operations, and management of a staff of one part-time and one seasonal employee.

Campaign Tracking

- Campaign staff – data collection and CRM/donor management system (Andar 360).
- External campaign information requests and any campaign analytical needs.
- Campaign tracking activity – weekly status and integrity. Maximize information use.
- Monitor and analyze annual campaign progress and pace.
- Reporting for annual campaign debriefing.
- Document information gathering/reporting policies and procedures.

Research

- Administer purchased research services (e.g., LexisNexis, Hoovers).
- Develop and oversee research needs for expanding annual campaign. Account-specific/special research.
- Communicate campaign data needs/timelines and coordinate collection efforts. Direct information entered.
- Provide:
 - Annual overview of research process and prospect list management.
 - Campaign research status updates.
 - Guide/train staff on use of prospect research/tools, existing donor data/collection.
 - Define prospect research data elements; document using CRM/donor management system.
 - Technical assistance in obtaining/retrieving mass lists using available research tools and the internet.

Finance & Operations Liaison

- Campaign financial data status updates.
- Process and report national campaigns under specific internal United Way requirements.
- IT department liaison – campaign reporting/processes, data standards, information policies.

Staff Management

- Manage one part-time and one temporary staff position.
- Oversee:
 - Donor solicitation letter campaign.
 - Workplace drop process (former workplace employees solicited at home).
 - Any Loaned Executive (LE) materials as defined by program & campaign management.
 - Support of campaign volunteer assignment process.

QUALIFICATIONS

Supervisory Responsibilities

- Ability to interview, hire, or effectively recommend hiring; train support staff; plan, assign, and direct work; appraise and coach performance; effectively recommend performance-based increases; and administer corrective action to resolve any employee relations issues.

Education and Experience

- Bachelor's degree from four-year college/university, math or statistics major preferred, or equivalent experience.
- Minimum of 3-5 years managing fund-development information and/or monitoring a fund-development campaign. **Non fund-development experience (e.g., data management, financial analysis etc) would also be strongly considered.**

Other Key Qualifications and Competencies

- Strong quantitative and analytical skills.
- Perform various analyses/ organize information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations and foundations.
- Strong project management background and problem-solving skills.

- Demonstrated experience in prospect research (e.g. LexisNexis, Hoover's, Google).
- Demonstrated ability to work independently, prioritize work, and independently manage multiple, diverse and competing priorities while meeting deadlines in demanding work environment.
- Advanced MS Excel calculation skills (e.g. macros, pivot tables, VLOOKUP, etc.)
- Data mining experience (e.g., MS Access or other querying tool).
- Ability to maintain confidentiality and work with sensitive information.

Keywords

Address marketing, email campaigns, actuarial, analyst, prospect research, donor data, donor collection, CRM, donor management system, LexisNexis, Hoover's, Advanced MS Excel, fund development, quants.

United Way offers an attractive salary, excellent benefits that include health, vision, and dental coverage, generous vacation and other paid time off, life insurance, retirement plan, free parking, and much more!

TO APPLY:

For further job criteria and complete job details, go to <http://www.milwaukeejobs.com/jobs.asp?pagemode=15&jid=2135330>. If you meet or exceed job requirements, you are invited to apply **directly at that web address as soon as possible**. Please indicate desired salary.

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