

Asia Society Career Opportunity

Location: New York

Position: Budgeting and Database Services Analyst (Grade 6)
Code 1807

Purpose:

This position serves as a liaison between the finance, fundraising and database departments. This position will work with the Finance and Data Services Department supervisors and will support the fundraising team, finance team and other departments. S/he will work on data input and verification, reporting, and analysis. Under the supervision of Director, Data Strategy and Information Management s/he will be responsible for the booking of all contributed revenue. S/he will also work with departments on submission of budgets and preparation of reports of financial results under the supervision of the Executive Director, Strategic Planning and Assessment.

RESPONSIBILITIES:

- Handles all donations and processes in Raiser's Edge, submits checks and paperwork to Finance for deposit, processes memberships in SRO and generates the Daily Development Gift and Membership reports
- Supports supervisor in collaborating with External Affairs and the Finance teams to monitor outstanding pledges, adjustments, write-offs and reconciliations
- Supports supervisor in the preparation of complex data queries, exports and reports as necessary for donor lists, internal financial analysis and reporting
- Assists with the development of the budget inputting department submissions into system and preparing materials, analysis and reporting.
- Develops monthly reports of actual results against budget and provides analytical variance analysis at the departmental and institutional level. Creates and maintains dashboard focusing on key metrics, including progress of fundraising efforts.

- Assists with the monthly and annual closing of the accounting books running reports as needed.
- Supports supervisor in managing MailChimp, updates e-mail address lists, coordinates and schedules regular e-blasts.
- Assist with other budgeting, assessment and data services tasks as needed.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or Technology
- 4-5 years of financial and/or fundraising database experience
- Expertise with Microsoft Office including Mail Merge and advanced Excel required
- Must be well organized, detail-oriented, able to use sound judgment, work well under pressure and able to meet deadlines; strong interpersonal skills and a self-starter
- Experience with RE (Raiser's Edge), GP (Great Plains) and SRO (Standing Room Only) highly preferred
- Experience with MailChimp, E-touches, Salesforce or other fundraising databases very helpful
- Aptitude in dealing and working with technology and troubleshooting

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action



Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

How to Apply:

Please email your cover letter, resume, and salary requirements to financejobs@asiasociety.org Indicate job title and reference code 1807 in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

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