



Job Title: Data Specialist

Location: Lancaster County, PA / Hybrid

Reports To: Executive Director

FLSA Status: Non-Exempt, Part-time

Girls on the Run Lancaster & Lebanon is a local youth development nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. We serve approximately 2,000 girls a year in Lancaster & Lebanon. To learn more about our council visit: www.gotrlancaster.org.

Girls on the Run believes that all girls and communities should have access to all our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

POSITION SUMMARY

We are seeking a **Part-Time Data Specialist** to join our team. This position will play a vital role in supporting the mission of Girls on the Run Lancaster & Lebanon by managing and optimizing our data resources to enhance program impact and organizational growth. This part-time position, reporting to the Executive Director, is responsible for the integrity and effectiveness of the organization's data management system, Bloomerang. Key responsibilities within Bloomerang include maintaining the donor database, analyzing data to support decision-making, and ensuring data-driven reporting for stakeholders. Additionally, the Data Specialist will collaborate with the team on growth campaigns, provide support for development initiatives, and actively contribute to the stewardship and engagement efforts within the GOTR community.

POSITION RESPONSIBILITIES

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- **Data Management Implementation:** Collaborate closely with the GOTR team and consultants to audit and implement a data-centric program and lead the implementation of new data management systems. Collaborate with ED, DD, and PD to understand data needs, maintain best practices and procedures, and provide support for data-related tasks.
- **Database & Reporting:** Maintain GOTR's donor database, ensuring accurate donor records and supporting ongoing alumni and donor stewardship efforts. Analyze data and prepare reports for internal and external stakeholders. Perform regular data quality checks, data cleansing, and updates. Generate custom reports, list views and

dashboards to meet team's requirements. Assist in data entry, data migration, and data mapping projects. Prepare weekly report recaps.

- **Maintenance:** Maintenance and directed improvement between GOTR's donor database, Bloomerang and program participant database, Pinwheel. This position assists in efforts to measure, analyze, and report on the organization's programmatic impact and organizational effectiveness by supporting the main database used for service tracking.
- **Support:** Train and educate the team to be sure users can best leverage all tools to work efficiently and effectively.
- **Growth Campaigns:** Working with GOTR's leadership, help develop strategies, materials, and plans for growth campaigns that advance the organization's strategic imperatives, which include overseeing our alumni database. Generate various mailing lists for the Development Department and other staff.

GENERAL RESPONSIBILITIES

- **GOTR Ambassador:** Serve as an ambassador for GOTR, exhibiting our core values and continuously working to advance our mission.
- **GOTR Team Member:** Attend weekly staff meetings when needed and core office hours on Tuesdays from 10am – 2pm. Attend Annual Strategic Planning Day in March. Provide support during the end of season 5K Celebrations and other vital program events and activities.
- **Support Stewardship:** Along with the Development Director, the Data Specialist is responsible for the processing of contributions, acknowledgements, payments and purchase orders and generating timely acknowledgment letters to donors (within 48 hours of receipt of gift).

REQUIREMENTS

- BA or BS degree preferred.
- Experience working with Bloomerang.
- Must live in Lancaster/Lebanon area and can work a hybrid schedule.
- Proficient in Microsoft Office: Word, Excel and PowerPoint and very comfortable with technology in general.
- This position requires a blend of technical skills, attention to detail, and project management experience.
- A passion for Girls on the Run mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health.

COMPENSATION AND BENEFITS

This position offers a compensation range of \$22-\$25/hour, depending on experience, starting at 10 hours/week. Girls on the Run offers the additional benefits of a Simple IRA contribution, company

laptop, flexible PTO and work schedule, and a compelling mission that provides growth opportunities and profound community impact.

APPLICATION INFORMATION

Interested individuals should submit the following to admin@gotrlancaster.org

1. A current resume highlighting your experiences and talents.
2. A cover letter expressing why you should be considered as an optimal candidate for the role. Please be sure to highlight how Girls on the Run aligns with your personal and professional values, talents, and experiences.

Preference given to applications submitted before December 31st, 2024