



CORPORATE SOCIAL RESPONSIBILITY SERVICES DATA COORDINATOR

POSITION OVERVIEW

Community Shares of Colorado is seeking a full-time Corporate Social Responsibility (CSR) Services Data Coordinator to join our outstanding team in a fun and friendly professional environment. The CSR Services Data Coordinator is responsible for updating and maintaining data and databases to enable worksite partners to implement CSR programs and is the first point of contact for data-related requests. As a front-line coordinator for implementing components of the donor database entry and management, this position has a key role in assessing and recommending process improvements.

This role will report directly to the CSR Services Director and work cross-functionally with the entire Community Shares of Colorado team to produce our annual Community Giving Campaign and other CSR Services efforts.

COMMUNITY SHARES OVERVIEW

Community Shares is Colorado's Community Giving Fund. For more than 35 years, we have connected Coloradans to the causes they care about in a shared vision to democratize philanthropy so it reflects our vital and vibrant community - both who is giving and where those dollars are designated. One dollar at a time, one donor at a time, we have raised more than \$40 million for local investment in Colorado nonprofits. Community Shares of Colorado supports a diverse selection of member nonprofits in the community working toward social change. Review the full list at <http://www.cshares.org/alphabetical-listing.html>.

Our Corporate Social Responsibility services inspire accessible, meaningful, and transformational philanthropy within workplaces through incremental giving options like payroll contributions and workplace engagement options including matching funds, employee volunteer incentives, and corporate giving strategies. Together we are building and investing in a more socially just Colorado.

Annually, Community Shares raises \$3 million for local nonprofits through our Community Giving Campaign. We partner with over 130 worksites (public and private) to empower more than 250,000 employees across the state to give to the charities they choose. Some of the worksite giving campaigns we manage include the Colorado Combined Campaign (the state employee charitable effort), the Denver Employees Charitable Campaign (for the city of Denver), and campaigns for private employers like National Renewable Energy Laboratory and Pinnacol Assurance.

Community Shares is located in the Colorado Collaborative for Nonprofits at 789 Sherman Street in Denver, Colorado.

CORE RESPONSIBILITIES

DATA ENTRY & COORDINATION

- Maintain curated lists for campaign iterations, including contacts, nonprofits, worksites, and donors by verifying, adding, deleting, correcting, or updating data received through collaboration with various teams and research.
- Perform basic research tasks such as locating phone numbers or emails in online directories or databases.

- Perform data maintenance including, entry, verification, quality checking to locate and correct errors, and oversee data imports and exports.
- Maintain both the integrity and confidentiality of all data.
- Collaborate with Information Systems team to support reconciliation and adjustments for requested changes in contributions.
- Collaborate with the Member Services team to facilitate member applications and recertifications for select worksite giving campaigns.

ONLINE GIVING PLATFORMS

- Set up and maintain iPledge and ElevateGive online giving platforms customized appropriately to each worksite partner.
- Collaborate with the CSR Services Engagement Coordinator to provide technical support for users of the online giving platforms, responding to questions, providing information, and troubleshooting issues.
- Set up and utilize additional platforms to deliver CSR services.
- Assist with system maintenance, testing, and implementation of new products, features or upgrades for ElevateGive.

REPORTING

- Produce monthly, quarterly, and annual distribution, results, and payroll reports for collaborative partners including internal team members, worksites, federations, and independent nonprofit organizations.
- Follow internal accounting, finance, and reporting processes as part of overall start-to-finish management of CSR campaigns.
- Meet unique reporting needs for CSR Services Clients, including creating and distributing tax acknowledgments as necessary.

WE SEEK THE FOLLOWING TALENTS

- Enthusiasm and commitment to the mission, vision, and values of Community Shares.
- Appreciation for the importance of effective, accurate, and detailed administration of information.
- Adherence to strict ethical standards in fundraising in order to ensure donor trust and transparency.
- Team player with a positive attitude.
- Self-directed with the willingness to ask questions when necessary.
- Illustrated interest in the advancement and expansion in social justice, equity, inclusion and diversity.
- Commitment to learning and continuous improvement of systems and processes.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Keen attention to detail.
- Ability to perform repetitive tasks with accuracy and efficiency.
- Demonstrated clear and concise communication skills.
- Capability to track multiple activities at once, prioritize projects, and meet deadlines.
- Proficiency in Microsoft Office and Google Suite, especially Excel/Sheets, and virtual meeting technology including Zoom and Google Meet.

- Experience with or willingness to learn database systems (iPledge and ElevateGive), payment software (Acceptiva and Stripe), and CRM software.
- Comfort with working with diverse groups of people, including Community Shares team members, workplace donors, and giving campaign volunteers, and partner nonprofit representatives.

COMPENSATION

Starting salary range of \$38,000-\$40,000 depending upon experience. This is a non-exempt, full-time position. The CSR Services Data Coordinator may be required to staff campaign events outside of office hours based on availability of worksite customers and their employees. The Community Shares benefit package includes 100% employer paid health, dental, and vision insurance; pre-tax Health Expense FSA; 403(b) retirement plan with employer match up to 3% of salary fully vested in year 3 of service; generous paid vacation and sick time, holiday leave, employee giving campaign & paid volunteer time-off.

APPLICATION PROCEDURE

We are thrilled you are interested in applying for this position! Please email your resume and cover letter to jobs@cshares.org with the subject “[Your Name] – CSR Services Data Coordinator.” The cover letter may be addressed to Stephanie Johnson-Wall, CSR Services Director.

The position will remain open until filled. Interested candidates are encouraged to submit a resume by Friday, September 9, 2022. Qualified candidates will be interviewed as applications are received with a goal of hire by late September/early October.

Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. Community Shares of Colorado provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.