



Orthodox Christian PRISON MINISTRY

Data and Process Manager

Job Title: Data and Process Manager

Location: Remote

Reports to: Executive Director

Status: Part Time (15 hours/ week)

Classification: Nonexempt

Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed and God is glorified.

Position Summary

Under the direction of the Executive Director, the data and process manager is responsible for the effective use of databases across programs to achieve defined, successful outcomes. This position is responsible for the integrity of OCPM's data and helps staff and volunteers leverage data to maximize the success of their ministries.

The desired individual will have experience in database management, data entry, an understanding of data integrity, and an ability to conceptualize inputs and outputs for complex reporting. The candidate should have demonstrated professionalism, be a self-starter, have strong organizational and time management skills, acute attention to detail, and ability to work well with the OCPM team.

As OCPM is a remote organization, regardless of the status of the COVID-19 crisis this will be a remote position. The Data and Process Manager will primarily report to the Executive Director and work closely with program and development staff via email, phone, and video chat.

Responsibilities

- Responsible for ensuring the accuracy and integrity of donor and program data (including input and output) and monitor compliance with Standard Operating Procedures
- Works with program staff to keep volunteer, partner, and beneficiary data current and uniform
- Oversees data entry on all gifts including the appropriate designations for detailed reporting
- Creates the strategy for and manages constituent data segmentation for effective communications strategies to both donors and program volunteers and partners
- Provides support to staff by assisting with creating of queries, mailing lists, and reports
- Works with development staff to develop data-based, industry-best fundraising strategies

- Assists with the creation, upkeep, and enforcement of database Standard Operating Procedures

Qualifications and experience

Ability to manage priorities and workflow; proficiency in database software; nonprofit experience; strong organizational, problem-solving, and analytical skills; experience with G-suite a plus; respectful and appreciative to OCPM's mission; a self-starter needing little supervision.

Bachelor's degree or equivalent with 2-4 years related experience or combination of education and experience preferred.

As a small organization, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure OCPM's success.

Additional information

- This is a part-time position with very flexible work hours during the normal business day.
- OCPM does not have a central office. The candidate will work out of an office in his or her own home and will provide your own computer unless/ until OCPM provides a computer. OCPM will provide or pay for reasonable and necessary office supplies.

How to Apply

Send a cover letter and resume to communications@theocpm.org