Business Systems and Data Manager

⭐ Our preferred candidate will have a proven history of providing visibility and insights to quantitative and qualitative data, creating and socializing metrics, ensuring that strategic decisions are data informed, and supporting communications and marketing strategies that engage mission-driven constituencies.

📍 Office located in northeast Minneapolis, with co-defined hybrid workspace arrangements available

🔘 Full Time, exempt, with co-defined flexible scheduling available

👤 Supervised by the deputy executive director for operational sustainability
Other staff include the executive director, directors that oversee core programs, and other positions focused on community impact and operational sustainability

🌐 We work with our team to create a comfortable and accommodating work environment for people of all abilities and identities

☀ COVID-19 related public health requirements observed for internal collaboration
COVID-19 related public health recommendations observed for external collaboration
COVID-19 vaccination required

🚗 Contract parking, secure bicycle storage, and public transit allowance available

🏋 On-site fitness center available (paid for by GiveMN)

✈ Occasional Greater Minnesota and/or overnight travel requested (paid for by GiveMN)

📖 Professional development allowance available, separate from compensation

📱 Wireless connectivity allowance available, separate from compensation

📅 Generous Paid Time Off (PTO) available

💚 Philanthropic matching gifts, volunteer matching gifts, and volunteer time off available

🧰 Medical, dental, vision, disability, and life insurance and health savings account available

💵 $64,286 - $65,936 starting annual salary
Performance and benchmark compensation increases available annually
Traditional and Roth 401k available with employer Safe Harbor match and discretionary contributions

Why This Job Is Important

Powering every successful nonprofit is a dynamic vision, mission-motivated people, and development strategies that engage thoughtful and generous communities.

GiveMN provides sector-leading tools and services to advance the mission pursuit of Minnesota's nonprofit organizations. We're looking for a strategic colleague to help us build relationships with the donor and community partners that power our work, while helping us to continue to grow our service to nonprofits.

As the GiveMN manager for business systems and data, you'll play a central role in understanding the information needed to respond to some of the biggest opportunities for growing giving across our state while also working with the GiveMN team to provide vital resources and connection for nonprofit and school leaders.

How You Will Be Spending Your Time

- In an average week, you will likely spend 12 hours managing customer relationship management systems, 8 hours managing business operations systems and integrations, 8 hours helping colleagues be successful partners in data creation and utilization, 8 hours analyzing quantitative and qualitative data to inform marketing strategies, and 4 hours meeting with and supporting other team members, projects, and community connections

- Working with the GiveMN team to create, deliver, and evaluate technology solutions that respond to the needs of our multi-faceted social business, whether that solution is simply applying an available resource or crafting a completely new implementation for the first time

- Supporting the work of GiveMN's executive director, staff, and board members in measuring programmatic and operational outcomes

- Building the capacity of partner organizations to develop data strategies that expand philanthropic support for their organizations and teaching them to utilize available tools and resources to improve their operational outcomes

- Sometimes you'll be 100% focused on a single project, and at other times you'll be managing several projects at once

- Occasionally traveling to governance meetings and to build the capacity of partner organizations

- Collaborating with a growing team of nonprofit fundraising and engagement professionals

What You Are Good At

- You're creative, energized by developing something new

- You're strategic, knowing how to prioritize what should be done, and why it needs to be done

- You're a systems thinker, identifying components and their opportunities for meaningful interaction

- You're an effective communicator, able to share ideas effectively

- You're a synthesizer, able to put together the right information at the right time, think critically about it, and make important choices wisely

- You're empathetic, listening first to understand 'why'

- You're a navigator, excited to find effective paths to mission-focused outcomes while minimizing delays

- You're an executer, able to efficiently organize tasks, focus on details, and meet deadlines

- You lead with yes, embracing possibility and affirming creativity

- You work well across multiple lines of difference, including race, gender, identity, disability, ideology, and religion

- You're a problem solver, having the ability to make the complex simple and help others understand your strategies

- You're resourceful, eager to innovate in environments with sometimes limited resources

What You Have Done

The best candidate for this position is someone who has progressive experience with:

- Managing data in partner relationship management (CRM) systems like Salesforce or similar

- Retrieving information from relational databases using SQL

- Manipulating and preparing data in tools like Metabase, Tableau or similar, and Microsoft Excel

- Analyzing data trends to inform opportunities for greater community impact

- Supporting business development and marketing communication with mission partners

- Coordinating business intelligence including impact metrics and financial reporting

- Integrating external communications and events from tools like Emma, Zendesk, SurveyMonkey, and Eventbrite, small- and large-group meetings from tools like Google Calendar, Appointlet, Doodle, and Zoom, and finance and operations tasks from tools like DEXT, Bill.com, and QuickBooks Online

- Managing projects, including tracking deadlines and accountabilities, with project management tools like Asana

- Providing basic technical support for a small fleet of Apple hardware

- Working across multiple lines of difference, including race, gender, identity, disability, and religion

- It would be a plus if you had experience with nonprofit organizations, schools, or civic causes

A Little More About You

The GiveMN team is small but mighty, working collaboratively and energetically to advance multiple priorities simultaneously. The best fit for GiveMN is someone who might describe themselves as:

- Data savvy, able to interpret quantitative data to inform qualitative strategies

- Strategic, identifying and balancing short- and long-term risks and benefits

- Curious, never satisfied until you have explored numerous possibilities and perspectives

- Flexible, comfortable navigating uncertainty and adapting to change

- Passionate, hardworking, and self-motivated

- Easy going, always taking the mission more seriously than themselves

- Focused, thriving on deadline-driven work in a relaxed environment

- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously improving

- Confident, yet humble, as comfortable inspiring others and leading a team as you are presenting to large audiences and influential leaders

Applying For This Job

To apply for this job, submit a digital file of your resume and an introductory letter to Dan Moore, director of operations, via givemn.org/jobs/apply. If you'd prefer, you may email materials to jobs@givemn.org; do not submit an application to both channels. Your introduction should be no longer than two pages and should clearly address the following questions:

- Why are you passionate about supporting GiveMN's mission to ignite generosity and grow giving?

- How does a mindset of abundance inform your approach to data analysis and systems management?

- In what ways are you meaningfully connected with and accountable to the communities you value? Communities may be defined any way you'd like.

- In what ways do areas of difference in your background and experience influence how you approach your work?

- How have you previously demonstrated the courage to take calculated risks in pursuing results, while learning from both your successes and failures?

- In what kind of work environment are you most productive as a team member and colleague?

GiveMN values experience across multiple lines of difference and strongly encourages candidates of all identities and experiences to apply for this position.

You may also email questions to jobs@givemn.org if necessary.

About GiveMN

GiveMN is an independent nonprofit organization working to ignite generosity and grow giving through GiveMN.org, Minnesota's giving marketplace, and RaiseMN, a fundraising coaching and training initiative.

Since 2009, nearly 700,000 donors have made gifts with ease and enthusiasm through GiveMN.org to make a difference for causes in their communities. Through this online marketplace for generosity, and giving events like the annual Give to the Max Day, GiveMN has helped to generate nearly $300 million for more than 13,000 nonprofits.

RaiseMN serves Minnesota nonprofits through individualized coaching and programs to transform nonprofit fundraising. Focusing on small- to medium-sized organizations, RaiseMN builds more healthy and sustainable fundraising practices so nonprofits can continue to pursue and expand their mission in their communities.

Launched in 2009 by Minnesota Community Foundation, GiveMN is supported by many generous foundation and corporate partners, contributions from individual donors, and revenue from its programs.

Equal Opportunity Employer

GiveMN values experience and success in working across multiple lines of difference and strongly encourages candidates of all identities and experiences to apply for this position. GiveMN is an equal opportunity employer.