



Healthy Birth Day, Inc. Data Specialist

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements in the third trimester. Our goal is to save 6,000 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The **Data Specialist** is responsible for managing and maintaining accurate customer information within the company's systems. This role involves entering, updating, and verifying data to ensure that all records are current, complete, and correctly categorized. The specialist monitors data quality and performs regular audits to identify and resolve discrepancies. Additionally, they help generate reports, analyze customer trends, and support the organization by providing insights derived from data. Strong attention to detail, organizational skills, and a thorough understanding of data management software are essential in this role to help optimize donor relationship strategies and enhance business decision-making. This role reports to our Chief Operating Officer.

Roles and Responsibilities:

Maintain the Salesforce Nonprofit Success Pack (NPSP) database:

- Input and track all donations from various income sources.
- Create and manage campaigns, reports, and dashboards to measure key donor metrics and fundraising results, and report outcomes to the CEO and Development team.
- Regularly clean and update the database to remove duplicates and resolve any data issues.
- Collaborate with the team to establish best practices for tagging entries with relevant information and ensure data integrity.

Support data extraction and reporting from various communication platforms.

- Manage email contact lists, webinar, conference, association and baby shower participant lists, text list opt-ins within Salesforce and SimpleText platform.
- Manage monthly data report, tracking key monthly metrics for HBD staff and board members
- Assist with pulling data and generating reports from communications platforms
- Mail Donation Receipts for Tax purposes

Assist with state regulatory filings and legal documents:

- Complete new state charitable registrations, certificates to transact business, and gambling registrations as required, using online forms and/or signatory tools as needed
- Ensure all annual renewal filings are submitted on time.

Other duties as assigned

Must Haves:

Highly organized and self-motivated with attention to detail

Proficient with Microsoft office suite products and Google Suite

Intermediate level Excel skills

Intermediate knowledge of Salesforce NonProfit Success Pack, willing to obtain Salesforce Administrator Certification

Generally proficient at learning new software programs

Ability to be flexible to handle multiple priorities simultaneously

Ability to work independently and as part of a team

Good written and verbal communication

Commitment to diversity and inclusion

Ability to work from home and office

Thrives in a fast-paced work environment

Education and Experience:

- An Associates degree or 2-3 years of experience in similar position

Physical Requirements:

- Ability to lift 25 pounds on occasion
- This job may require the employee to sit for prolonged periods at a desk or work station
- Prolonged visual attention to a computer screen, which involves reading, reviewing, and creating documents.

Start Date: November 2024

Work Location: The final candidate will have the ability to work remotely from locations within the U.S.

Hours: Part-time, 24 hours per week, non-exempt

Benefits: Employee assistance program, discount programs. Opportunity for an annual bonus if goals are met or exceeded during annual review.

Compensation: \$24-26 per hour, depending on experience

How to Apply: Send cover letter, and resume to employment@healthybirthday.org with the subject line "Data Specialist".

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

Healthy Birth Day provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy or any other characteristic protected by federal, state or local laws.