



AGA KHAN FOUNDATION

FUNDRAISING DATA ANALYTICS OFFICER

Aga Khan Foundation, USA

Fundraising Data Analytics Officer

LOCATION: WASHINGTON, D.C.

REPORTS TO: DIRECTOR, RESOURCE DEVELOPMENT AND PLANNED & LEGACY GIVING

ABOUT AGA KHAN FOUNDATION U.S.A. (AKF USA)

Established in 1981, AKF USA is a private, non-denominational, non-profit international development organization committed to breaking the cycle of poverty across Africa and Asia. As a member of the Aga Khan Development Network (www.akdn.org), one of the world's largest development organizations, AKF works to empower communities and individuals, often in disadvantaged circumstances, to improve their quality of life, especially in Africa and Asia.

POSITION SUMMARY

AKF USA is seeking a Fundraising Data Analytics Officer to be responsible for performing data analytics, as they relate to optimize fundraising programs and donor engagement in Resource Development (RD) and Planned and Legacy Giving (PLG).

PRIMARY DUTIES AND RESPONSIBILITIES

CRM Data Analysis

- Retrieve data from AKF USA's CRM system and to analyze historic and current donor data for trends, significant changes with a view to plan and optimize resource development efforts.
- Perform fundraising related data analysis on a regular and ad-hoc basis to glean learnings that drive data-driven decisions on fundraising campaigns.
- Prepare visuals, charts, and presentations for management meetings.
- Ensuring timely completion of reports for the Foundation and associated institutions.



- Create queries and reports from our CRM (EveryAction) and other databases used by AKF USA stakeholders.
- Maintain data cleanliness and ensure policies/processes are followed to keep a clean database.
- Respond to donor and volunteer questions and informational needs and provide training.
- Support fundraising campaigns of the Foundation and other AKDN agencies.
- Work with the RD and PLG team to strategize fundraising activities. Work with fundraising staff and volunteers to prepare, review and disseminate fundraising reports that track campaign progress, quarterly KPIs, and progress towards annual objectives.

Other Functions

- Using various data extraction tools, collect data relating to potential donors from other online databases. Data includes information about donation history, events attended, demographic background, volunteer roles and vocational interests.
- Provide comparative analysis on effectiveness of various giving channels.
- Monitor AKF USA's fundraising effectiveness against other comparable organizations.
- Conduct surveys with focus groups to ascertain specific preferences for various population segments, such as professionals, business leaders, and youth.
- Provide data analytics support to formulate short-, mid-, and long-term plans to determine strategic initiatives that enable planning and implementation of cost-effective fundraising and awareness programs, including those that are held virtually and in-person.

REQUIRED QUALIFICATIONS

- A bachelor's degree in statistics, data analysis, or IT
- Demonstrated experience in donor and gifts data management.
- Experience in data analytics, surveys and/or modelling tools.
- Experience with CRM tools and MS Excel.
- Excellent interpersonal and communications skills.
- Understanding of MS Office tools, including Access, Word, and proficiency in Excel
- Candidates must be currently eligible for employment in the United States.

COMPENSATION PACKAGE

- Salary range: \$63 – \$68k , based on experience and qualifications.
- Medical, dental and vision plans with 100% of the cost of the premiums for



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employee only covered by AKF.

- Life, AD&D, STD and LTD insurance sponsored 100% by AKF.
- Section 125 Plans / FSA.
- 401(k) with generous 8% employer contribution after one year of service.
- 15 paid vacation days plus 12 paid sick days per year.
- Up to 12 weeks of paid parental leave.
- And more...

APPLICATIONS

Interested applicants, please submit a resume and cover letter together with the names and contact details of three professional references to: humanresources.akfusa@akdn.org subject line: **Fundraising Data Analytics Officer**.

Deadline for application: **March 4th 2022**

AKF USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF USA employees requires all employees to review and abide by the AKF Gender Equality Policy.

AKF USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF USA requires all employees to review and abide by the AKF Safeguarding Policy.