

7501 W. 85th Street

Bridgeview, IL 60455

www.Rescignos.com

(708) 974-2600

**Job Description for Data Specialist (Full Time, Remote or On-Site)**

At Rescigno's, we attribute much of our success to the knowledge and expertise we have in creating high-quality and innovative fundraising campaign strategies for nonprofits nationwide. To build on this terrific momentum, we are searching for a qualified Data Specialist to work closely with our clients and our team. The Data Specialist will use Excel to clean up client data, process the data through our postal software, and use InDesign to merge variable data for each mail piece. Your success will come from combining your technical expertise and creative problem-solving abilities to help elevate our clients’ programs. Being able to communicate, collaborate, and think outside of the box to solve our clients’ unique challenges will be important in this role.

**Rescigno’s** is currently seeking a **Data Specialist** to work approximately 30 – 40 hours per week. This job can be done remotely.

**Objectives of this Role**

* Process client data through mailing software and merge variable data to create mailing campaigns.
* Analyze client data before mailings to maximize campaign results.
* Provide data expertise for Rescigno’s and our clients.

**Daily and Monthly Responsibilities**

* Assist data team with client jobs and projects
* Work closely with customers and their data
* Data mining
* Manipulate/enhance the data
* Setup the data for personalization (mail merge)
* Analyze customer results from their mailing
* Help with segmenting and targeting of donors
* Work with the USPS and learn Postal Regulations

**Skills and Qualifications**

* Bachelor’s degree in related field
* 3-5 years of experience
* Advanced Excel (formulas, data analysis)
* Microsoft Office

**Helpful**

* Basic InDesign skills/mail merge
* Postal processing software experience
* Raisers Edge, Bloomerang, DonorPerfect, and DonorSearch experrience
* Fundraising experience

**How to Apply: Send résumé and letter of interest to Sue Rescigno at sue@rescignos.com**

We look for team members with a proven track record of creating happy, satisfied clients in a fast-paced, deadline-driven, project-oriented service-intensive environment. We are looking for individuals with a passion for creating a flawless service experience for customers. Fundraising, direct mail, print, data processing, and USPS/Postal processing logistics are a plus.