



The Menninger Clinic Foundation

Philanthropy Data Specialist

Salary: \$55,000 to \$70,000

Hybrid Work Environment

Do you want to work with a team of dedicated fundraising professionals to help advance the world's understanding and treatment of mental illness? Are you detail oriented? Do you enjoy working with data in a hands-on way to manage and report philanthropic activities and progress? If so, please read on for a career opportunity at The Menninger Clinic Foundation.

Located in Houston, Texas, The Menninger Clinic is a world leader in psychiatric treatment, research and professional education and training. A specialty psychiatric hospital, we treat adults, adolescents and children with severe mental illness and/or substance use disorders, many of whom have co-occurring disorders. Menninger is affiliated with academic partner Baylor College of Medicine and is a member of the Texas Medical Center, the largest medical city in the world.

The Menninger Clinic has been ranked annually by U.S. News & World Report's Best Hospitals publication as one of the top facilities in the USA for psychiatry since 1991. We will celebrate our centennial in 2025, continuing a legacy of excellence established by the Menninger Family in Topeka, Kansas.

The Philanthropy Data Specialist will work with our internal teams to manage data to inform philanthropy for our industry-leading research and education programs to address critical issues in mental health and patient care.

Key Functions

Data Management

- Supports data entry and reconciliation projects from sources across business activities.
- Provides research for biographical and contact data, including returned mail.
- Develops and maintains data entry processes and procedures.
- Runs data integrity queries and reports to confirm overall quality of data. Identifies data inconsistencies and corrects when/as appropriate.
- Works with Philanthropy team to support needs and pulls, segments, and analyzes data/lists for database requests.
- Produces complex lists and reports based on evolving criteria and output, requiring knowledge of SFGHF data and Raiser's Edge capabilities.
- Generates gift reports detailing individual, corporate, foundation, and other revenue and/or outstanding gifts.
- Ensures pledge protocols are followed and proactively prepares pledge reminders.
- Globally adds actions and appeals and imports new constituent records.
- Updates Proposal records in Raiser's Edge/CRM upon receipt of gift or grant agreements.
- Manages electronic and hard copy donor files, including leading and facilitating the ongoing need to digitize files, centralize digital file storage, and ensure ease of access to key donor documents.
- Develops and trains others on policies and protocols for the storage and confidentiality of donor information.
- Serves as back up to code, enter gifts, grants, pledges and proposal status data.



Contributes to a favorable working climate within the Office of Philanthropy and The Menninger Clinic. Administrative functions Handles all confidential matters in an appropriate manner, with the ability to work both independently and collaboratively within a team environment. Provides support for shared administrative operations duties, as necessary. Attention to detail and flexibility is required.

Education

- Bachelor's Degree in Computer Science, Business or related field

Experience

- Minimum of 3 years of related experience
- Experience with Raiser's Edge or CRM preferred.
- Experience documenting business practices and processes preferred.

To Apply

Visit MenningerClinic.org/careers