



7501 W. 85th Street  
Bridgeview, IL 60455

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(708) 974-2600

### **Position: Data Specialist**

**30 – 40 hrs per week / Hybrid or Remote**

### **Company Description**

Rescigno's Fundraising Professionals partners with non-profit organizations to provide fundraising consulting, data analytics, printing, and mailing. Rescigno's is growing rapidly and looking for talented, energetic people who fit in our culture to join our company. If you enjoy working in an encouraging team environment and have the desire to grow with a company that does good things for this world by focusing on our clients and their missions, we have a wonderful opportunity for you. We are looking for someone who is motivated, detailed-oriented, and has excellent organizational and communication skills to join our team. We provide innovative fundraising solutions that help non-profits not only reach their goals but surpass them.

### **Job Description**

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.

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.

### **Objectives**

- 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 experience
- Fundraising experience

### **Benefits**

- Health Insurance
- Holiday Pay
- PTO Days