



CONSTELLATION FUND

SALESFORCE DATABASE INDEPENDENT CONTRACTOR

Location: Minneapolis, remote

Status: Part-time, contract, 20 hours/week

About the Constellation Fund

The Constellation Fund is a poverty-fighting organization in the Twin Cities that invests philanthropic resources into nonprofits raising the living standards of individuals and families experiencing poverty in the seven-county metropolitan area. Constellation takes an outcome-based approach to this critical effort, prioritizing evidence over anecdotes to find, fund, and empower poverty-fighting service providers shown by evidence to be creating transformational impact in our community.

Modeled after the Robin Hood Foundation in New York City and Tipping Point Community in San Francisco, the Constellation Fund makes evidence-based investments of philanthropic resources in the nonprofits making the largest measurable improvements to the living standards of those below the poverty line in the Twin Cities.

With one-in-five residents of the Twin Cities living in poverty, our philanthropic community must strategically focus its resources on the interventions providing the largest poverty-fighting impacts. Constellation approaches this pressing challenge by thoughtfully applying the principles of modern economic decision-making to the important business of local philanthropy. By carefully leveraging peer-reviewed research, local demographic information, and data from nonprofits, Constellation methodically measures the relative impacts of the varying nonprofit interventions in our community to ensure that precious philanthropic resources are allocated to the organizations found to be most impactful in the fight against poverty.

Since our Board of Directors underwrites Constellation's operating costs, every outside dollar raised by the organization goes directly to its carefully vetted nonprofit grantees, which are provided not only with funding, but also with access to best-in-class pro bono partners that can provide invaluable services and expertise otherwise inaccessible to most nonprofits in their efforts to improve and scale their impacts.



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Independent Contractor Description

The Constellation Fund is seeking a Salesforce Database Independent Contractor to focus on data, database management, and reporting. The Salesforce Database Independent Contractor will work closely with the Chief Advancement Officer and External Engagement Manager. The Contractor will continue building Constellation's current database (Salesforce.org) and support a fast growing and notable fundraising effort. The Contractor will be primarily focused on maximizing the use of Constellation's database and will be responsible for building functionality and training in Salesforce and requires expertise in this platform.

Core Deliverables And Associated Tasks

Fundraising Support

- Create and update constituent records
- Enter donations and generate gift acknowledgements and stewardship reports
- Develop calendar of reporting needs and maintain recurring weekly, monthly, quarterly and annual reports
- Develop ad-hoc reports that meet immediate needs and guide donor engagement
- Perform biographical, financial and charitable giving research on donor prospects
- Create data lists and manage data related to solicitations, events, mailings, emails and digital strategies

Database Administration and Development

- Along with the External Engagement Manager, serve as the primary Salesforce technical support resource for multiple users on the Constellation Fund team
- Train staff and provide support technical assistance to grow and improve usage, data collection and data literacy
- Perform all basic administrative functions including user maintenance, modification of page layouts, creation of reports and dashboards, updating existing and/or creating new fields, and other routine tasks



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- Identify, install, and maintain apps from the AppExchange for specific fundraising and engagement purposes such as campaign and event management, donation recording, and more
- Develop and maintain Salesforce policies and procedures manual
- Document system changes and customizations made in Salesforce.

Requirements

- Significant experience in Salesforce Nonprofit Success Pack required - including and understanding of data visualizations, using workflow/process builder, and app integrations
- Salesforce administrator certification strongly preferred
- Ability to develop and maintain policies and procedures related to database usage, security, and confidentiality
- Detail-oriented with a growth mindset in regards to data quality and integrity
- Must be able to set priorities, create timelines, and work in a fast paced environment

Reports to: External Engagement Manager and will work closely with the Chief Advancement Officer.

Contract Terms:

- Ideally start no later than July 2022 and will go through the end of December 2022, with potential to extend.
- Temporary contract: Depending on experience, the hourly range is \$27 - \$33/hour on contract, 20 hours per week minimum.

To Apply: Please send your resume and a brief cover letter with your pay expectations/range to jobs@constellationfund.org. The position is open until filled.

Start Date: As soon as possible and no later than early-mid July 2022