



**Water for South Sudan, Inc.
Donor Relations & Data Coordinator**

Water for South Sudan (WFSS) delivers direct, transformative and sustainable quality-of-life service to the people of South Sudan by efficiently providing access to clean, safe water and improving hygiene and sanitation practices in areas of great need. The US 501(c)3 nonprofit organization was founded in Rochester, NY in 2003 by former “Lost Boy” of Sudan Salva Dut.

Our US office in Penfield, NY manages the administration and fundraising for the organization and works closely with our Operations Team in South Sudan. The Donor Relations & Data Coordinator will manage fundraising and donor data, operations data, and assist in development and communications.

Duties and Responsibilities:

Data Management

- Manage donor database, and data for all fundraising
- Manage donor sponsorship of wells
- Manage operations data spreadsheet and help manage migration to database
- Assist in developing monitoring and evaluation surveys
- Assist in reporting metrics from data

Development & Communications

- Manage events data and assist with events
- Assist as needed in development and communications

Experience/Personal Qualifications:

- One to three years’ database experience and/or development & communications experience; GiftWorks experience a plus.
- Bachelor's degree or equivalent experience required
- Proficiency with MS Office Suite required
- Ability to manage multiple projects, prioritize work and meet deadlines
- Strong organizational skills and attention to detail
- Must be self-motivated, able to work independently and as part of a team
- Commitment to WFSS mission

Please send cover letter and resume to Lynn Malooly, Executive Director, at Lynn.Malooly@waterforsouthsudan.org



Water for South Sudan, Inc. P.O. Box 25551 Rochester, NY 14625

www.waterforsouthsudan.org