Position opening: Data Integrity Volunteer

Organizational Overview

Wildlands Network is a growing nonprofit organization committed to reconnecting, restoring, and rewilding North America so that life in all its diversity can thrive. We have staff in the United States and Mexico working with nonprofit partners, landowners, communities, elected officials and government agencies to protect, maintain and restore wildlife habitat and movement corridors.

Wildlands Network is committed to recruiting, training, and retaining talented, diverse and creative staff who are passionate about fulfilling our mission.

Position Summary

The Data Integrity Volunteer supports Wildlands Network’s overall fundraising by reviewing data and maintaining its accuracy within the Raiser’s Edge database.

Primary Responsibilities Include:

- Reviewing individual constituent data for accuracy;
- Researching information to confirm constituent details are up-to-date using google and other relevant technologies;
- Data entry of missing information on constituent records;
- Merging related or duplicated constituent records.

Essential Qualifications

- Intermediate computer skills covering a wide variety of software from Databases to and Microsoft products, specifically Word and Excel;
- A curiosity and strong commitment to researching verifiably accurate information;
- Positive, professional attitude and a willingness to learn new skills;
- Ability to maintain confidentiality;
- Strong communication and interpersonal skills;
- Attention to detail with an ability to perform work responsibilities accurately and independently;
- Creative and strategic-thinking abilities;
- Ability to identify and initiate process improvements;
- Strong problem-solving skills;
- Demonstrated ability to work independently and as a team member;
- Reliable and predictable attendance;
- Capable of taking direction and being open to constructive feedback.

Desired Qualifications/Skills:
• High school or GED equivalent with three (3) years of business experience, preferably within a
  fundraising institution, associate’s degree preferred;
• Understanding of philanthropic trends;
• Outgoing personality and enjoys getting to know and interact with diverse types of people;
• Bilingual in Spanish and/or French.

Location: Salt Lake City, Utah

Job Type: Volunteer

Equity, Diversity, and Inclusion: Wildlands Network is committed to increasing equity, diversity, inclusion,
and justice in all elements of our work and with our partners to support the interconnected needs of wildlife
and people in a rapidly changing world. We recruit, employ, train, compensate, and promote regardless of
race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity,
age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the
unformed services, or any other characteristic protected under applicable federal, state, or local law. We are
proud to be an equal opportunity employer. Applicants are invited to learn more about Wildlands Network’s
commitment to diversity, equity, and inclusion at https://wildlandsnetwork.org/equity-diversity-and-
inclusion/.

If you have a disability and require accommodation or assistance with our application process, please tell us
how we can help by calling us at 385-229-4849.

The requirements listed in our job descriptions are guidelines, and if you have 75% of the qualifications listed,
we encourage you to apply. We are committed to providing training and professional development
opportunities to help the right candidate succeed. Applying allows you to be considered.

To apply, please send a statement of interest and resume to k.howes@wildlandsnetwork.org. Please,
no calls or direct emails to other staff. To be considered, applicants must submit materials through
this email account. Applications will be reviewed on a rolling basis.