

Space Center Houston Data Assistant

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking a full time Data Assistant is responsible for providing support to the Membership and Development department by collecting, entering and maintaining contacts and accounts in the sales and fundraising customer relationship management system. The database will enhance engagement opportunities and, thereby, financial support to advance the Center's mission. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

- Perform data entry related to contact and account management of donors, members and potential supporters with a high level of accuracy.
- Process large change of address files into one or more systems.
- Review lists and reports to identify data integrity issues. Correct and cleanse all managed data points.
- Research demographic information as needed, especially to process mergers of duplicate accounts or collect data about prospective supporters.
- Recommend database codes, fields, and workflows to maximize efficiency and reporting accuracy.
- Effectively follow procedures and guidelines; adapt to operational changes.
- Assist with the creation, review and management of procedural documents.
- Support prospect management record keeping and processes as assigned.
- Communicate effectively with all levels of the organization.
- Review own work to ensure accuracy.
- Actively support continuous improvement and standardization initiatives.
- Establish and maintain project calendars as assigned; inform key stakeholders of progress toward deadlines and goals.
- Answer telephones and provide general office support as needed.
- Maintain the highest level of confidentiality in all Development, Membership and Space Center Houston matters.
- Other duties as assigned.

POSITION QUALIFICATIONS

- High school diploma or equivalent with 2-3 years of directly-related experience using a customer relationship management system.
- Experience in systems that support fundraising/membership; MS Dynamics 365 experience preferred.
- Experience using Microsoft Excel and/or Access in a professional setting; demonstrated high proficiency.
- Experience documenting procedures to support high quality, efficient workflow.

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Space Center Houston
Houston, Texas
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- Experience developing and compiling reports for C-Suite professionals.
- Ability to prioritize and manage multiple priorities; demonstrated ability to meet deadlines.
- Strong attention to detail and passion for accuracy.
- Strong aptitude for learning new computer systems and programs.
- Ability to work effectively cross-departmentally and also manage up.
- Excellent interpersonal, written and verbal communication skills.
- Ability to represent Space Center Houston in a professional and positive manner.
- Available to work some evening and weekends preferred.

Space Center Houston offers a competitive salary and benefits package.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

To apply: Email resume to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at <http://www.spacecenter.org/careers>.

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