



North Carolina
Coastal Federation
Working Together for a Healthy Coast

July 27, 2022

Job Announcement

The North Carolina Coastal Federation is currently seeking a Data Manager. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast. The data manager will work with the finance manager as an accounting assistant and data entry clerk.

Title: Data Manager (Accounting Assistant, Data Entry Clerk)

Status: Full-time

Salary Range: \$30,000 to \$48,000

Recruitment Range: \$30,000 to \$38,000

Work Location: Carteret County, NC

Closing: August 15, 2022

SUMMARY: The Data Manager is part of the operations team and will report directly to the Finance Director. The primary responsibilities of the Data Manager are for accounting assistance and donor fulfillment.

PRINCIPAL RESPONSIBILITIES:

- Generating and mailing renewal letters, gift acknowledgement letters, new member packets, and other mailings as needed.
- Updating donor records
- Maintaining filing system in coordination with Finance Director.
- Submitting lobbying reports
- Assisting and maintaining accuracy in accounting entries and reports
- Assisting with annual budget process
- Assisting with audit/990 preparation
- Engage diverse audiences

COMPETENCIES:

- Well-organized, mature, thorough, self-starter
- General accounting/bookkeeping knowledge
- Extensive computer skills, including Microsoft Office, Adobe, word processing and data entry
- Ability to communicate accounting/technical topics with all skill levels
- Strong personal environmental ethic
- Ability to assist in cultivating federation supporters
- Must satisfactorily pass criminal background check

EDUCATION and EXPERIENCE:

- Associate's degree in Business Administration, Accounting, or Finance OR
- 2+ years of experience in accounting and data entry



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ADDITIONAL DESIRED SKILLS

- QuickBooks experience
- Blackbaud database knowledge a plus but not required
- Non-profit accounting knowledge

To Apply: If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to nccf@nccoast.org (**no phone calls please**). In the cover letter, please outline your skills, abilities, and interest in the data manager position.

Deadline to apply: August 15, 2022

North Carolina Coastal Federation
3609 Highway 24 (Ocean)
Newport, NC 28570
nccf@nccoast.org

Equal Employment Opportunity

The North Carolina Coastal Federation is committed to equal opportunity in employment and recognizes the value of a diverse workforce and organization. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.