

ACCOUNTING AND DATA ASSOCIATE

Organization Overview

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Position Summary

Reporting to the Chief Financial Officer, the Accounting and Data Associate plays a critical role in advancing strategic philanthropy by ensuring the integrity of donor data, strengthening the donor experience, and supporting data-informed fundraising and financial decisions.

This is a part-time position (24–30 hours per week). While the organization operates primarily remotely, this role requires weekly on-site work in Greenville, SC.

Position Overview

The Accounting and Data Associate serves as a key connector between development and finance, ensuring that donor data and financial records are accurate, aligned, and actionable. This role contributes to a culture where data is leveraged as a strategic asset to deepen donor relationships, improve retention, and support mission-driven growth.

Key Responsibilities

Donor Data Integrity & Experience

- Serve as a steward of donor data, maintaining the highest standards of accuracy, integrity, confidentiality, and security
- Process all donations (in-house, lockbox, and electronic) with a focus on completeness, timeliness, and making the donor feel appreciated
- Ensure donor records are accurate to support effective segmentation, reporting, and engagement strategies
- Partner with development and finance teams to ensure alignment between donor data, revenue reporting, and fundraising strategy
- Proactively follow up on failed transactions using a donor-centered approach to ensure continuity of support and a positive giving experience
- Coordinate and verify matching gifts through donor platforms to maximize fundraising outcomes
- Monitor and respond to the donations team email box with professionalism and a service-oriented mindset
- Facilitate timely and thoughtful donor acknowledgements, including tribute gifts, to support strong donor relationships

Finance, Reconciliation & Reporting

- Maintain batch logs and supporting documentation to ensure accurate and transparent revenue tracking
- Reconcile donor database records with accounting systems monthly, ensuring alignment and resolving discrepancies
- Support monthly close processes and internal controls that uphold financial integrity and accountability
- Assist in preparing for the annual audit and other compliance requirements
- Identify trends, inconsistencies, or opportunities within donation and financial data and share insights with relevant teams
- Contribute to reporting that informs fundraising performance and strategic decision-making

Cross-Functional Support & Organizational Engagement

- Collaborate across development, finance, and operations to strengthen integrated workflows and shared accountability for results
- Participate in cross-training to build knowledge across accounting, data, and administrative functions
- Provide backup support for key operational areas, including database and accounting functions
- Assist with office operations such as mail handling, phone coverage, and visitor support, as needed
- Serve as backup to the Executive Administrative Coordinator during absences
- Contribute to a collaborative, mission-driven culture and perform other duties as assigned

Qualifications

Required

- Associate or bachelor's degree in a business-related field
- 2–3 years of relevant experience in accounting, data management, or related roles
- Proficiency in Microsoft Office, particularly Excel and SharePoint
- Experience with QuickBooks
- Strong attention to detail with the ability to understand how data connects to financial outcomes and fundraising effectiveness
- Demonstrated ability to deliver exceptional customer service to members and donors, using strong verbal communication to resolve inquiries promptly and clear, professional written communication to ensure accurate, positive, and consistent support

Preferred

- Experience with Salesforce or similar CRM platforms
- Experience in nonprofit accounting and/or fundraising operations
- Familiarity with HubSpot/Stripe or similar online commerce platforms
- Curiosity and interest in using data to support mission-driven impact and donor engagement

Our Values in Practice

- We treat donor data as a strategic asset that informs decisions and strengthens relationships
- We prioritize accuracy, transparency, and accountability in all financial and data processes
- We center the donor experience in every interaction
- We collaborate across teams to advance shared goals and mission impact
- We are committed to equity, ethical stewardship, and serving a diverse global community

In This Role, Success Looks Like

- Donor data that is accurate, timely, and actionable
- Strong alignment between development and finance data and reporting
- A seamless and positive giving experience for donors
- Insights that contribute to improved donor retention and revenue growth
- Reliable financial processes that support organizational integrity and trust

Compensation

This position is an hourly, part-time, non-exempt role with an hourly rate of \$23.00, commensurate with skills, knowledge and experience. Part-time benefits include paid time-off, holidays, and a flexible work schedule.

To Apply

Please submit a cover letter highlighting your qualifications and experiences for the position along with a current resume to jobs@togetherwomenrise.org.

Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply. Together Women Rise is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.