Catholic Community
FOUNDATION
OF MINNESOTA



Database and Reporting Analyst

Interested candidates should apply by November 20, 2026.
Position will be open until filled.

Application instructions can be found on the last page of this document.

Overview

The Catholic Community Foundation of Minnesota (CCF) occupies a distinctive place at the intersection of faith and philanthropy. Guided by Catholic social teaching, CCF brings together donors, parishes, schools, and ministries to support financially the spiritual, educational, and social needs of our Catholic community.

Founded in 1992, CCF is a 501(c)(3) financial organization that stewards the financial gifts of individuals, families, parishes, and institutions. Through easy, convenient, and tax-efficient charitable funds, we help donors support the causes they care about, now and for generations to come.

CCF invests the funds in alignment with our Catholic faith. Then, we put those resources to work through grants and other charitable distributions. Most grants are donor-directed, recommended by individuals, families, or organizations through their donor advised funds, designated funds, and endowments. CCF also awards discretionary grants from both restricted and unrestricted funds entrusted to our stewardship.

We serve a wide range of nonprofit organizations, both Catholic and non-Catholic, whose work strengthens our communities. Every grant recipient is carefully reviewed for financial integrity, accountability, and consistency with Catholic social teaching.

Through the faith-filled generosity of our donors, CCF connects resources to real needs — supporting the mission of the Church and serving our neighbors.



At-A-Glance

**As of June 30, 2026*

ABOUT THE TEAM

- 25 Staff
- 27 Board Members

MISSION

To support financially the spiritual, educational, and social needs of our Catholic community.

5,600
Grants *

1,375+
Funds Managed *

$68M
Granted *

$890M
In Assets

CCF serves generations of givers who invest in our community through CCF, and we continue to seek donors of all ages and backgrounds to be part of our decades-long mission. We consider this work to be a sacred journey in generosity because we accompany donors and partners in discerning the most impactful path forward.

Working at CCF

Our work is mission-driven, relational, and rooted in our Catholic identity. We are a professional organization where thoughtful expertise, humility, accountability, and a genuine commitment to advancing the common good show up in all that we do. We seek to foster strong relationships with one another, our donors, and the broader Catholic community. Our team is guided by shared values of compassionate service, stewardship, Catholic identity, and collaboration — values that shape how we listen, make decisions, serve others, and work together. CCF offers a hybrid work environment, balancing focused remote work with in-person collaboration at our St. Paul office.

Join us on
a sacred journey
in generosity.



Catholic Community Foundation of Minnesota
Database & Reporting Analyst

About the Position

Title
Database & Reporting Analyst

Office Location
Saint Paul, MN / Hybrid

Reports to
Vice President of Philanthropy and Stewardship

Job Type
Full Time

Position Description

The Catholic Community Foundation of Minnesota (CCF) seeks an analytical, detail-oriented, and mission-driven Database & Reporting Analyst to serve as the organization's primary resource for CRM data stewardship, reporting and analytics, donor intelligence, and prospect research.

In close partnership with teams across CCF, this position maintains the quality and usefulness of constituent information; develops reports, dashboards, and segmented lists; conducts donor and prospect research; and translates organizational information into practical insights that support donor and client engagement, charitable fund development, stewardship, and organizational decision-making. This role uses Salesforce and related information sources to generate insight, support relationship development, and improve decision-making.

The Analyst collaborates closely with the Data Systems Manager, who is responsible for Salesforce administration, configuration, security, integrations, data governance, and broader systems management. The Database & Reporting Analyst focuses on the quality, analysis, reporting, and practical use of information.

Key Responsibilities

Reporting and Analytics

- Develop and maintain Salesforce reports, dashboards, and data visualizations for staff, leadership, committees, and the Board.
- Create pipeline, portfolio, prospect, referral, charitable fund development, and activity reports that support donor and client engagement, stewardship, and relationship management.
- Analyze donor, client, charitable fund, financial, and operational information to identify trends, opportunities, and areas requiring attention.
- Establish and document consistent report logic, key performance indicators, and reporting definitions in collaboration with the Data Systems Manager.
- Identify engagement trends, advisor referral activity, pipeline movement, portfolio opportunities, and other insights that improve visibility into donor and client development, charitable fund opportunities, relationship activity, and organizational performance.

CRM Data Stewardship

- Maintain accurate constituent, household, organization, relationship, opportunity, activity, interest, and communication-preference information.
- Perform data imports, exports, validations, list pulls, record updates, and recurring data-hygiene activities in coordination with the Data Systems Manager and established data-governance procedures.
- Monitor data quality; resolve routine duplicate, incomplete, outdated, or inconsistent records; conduct periodic data reviews and audits; and ensure that reports and lists are based on reliable information.

- Reconcile information across Salesforce and other organizational systems to improve reporting accuracy and reliability.
- Identify data-quality and process improvements, surface recurring issues that affect reporting or decision-making, and escalate systemic, cross-platform, or governance-related issues to the Data Systems Manager.

Donor Intelligence and Prospect Research

- Conduct donor and prospect research to support donor and client development, relationship management, charitable fund opportunities, events, and stewardship.
- Prepare prospect profiles, donor briefings, portfolio reviews, event briefings, and other donor and philanthropic intelligence for development staff and leadership.
- Identify and help qualify prospective donors, fundholders, professional advisors, and institutional partners through research, data analysis, segmentation, and approved screening resources.
- Coordinate wealth-screening activities and analyze giving patterns, interests, relationships, referrals, engagement, and other indicators to identify opportunities for relationship development, charitable fund establishment, professional referrals, stewardship, and appropriate next steps.
- Translate research findings into practical intelligence that helps staff identify cultivation opportunities, prepare for donor and client conversations, and determine appropriate next steps.

Communications Support

- Prepare accurate, segmented mailing, email, event, annual report, and other constituent lists in partnership with Marketing and Communications and other internal teams.
- Develop segmentation approaches for donors, prospective clients, fundholders, professional advisors, institutional partners, event participants, and other constituent audiences.
- Document list criteria, exclusions, communication preferences, and business rules, and resolve data-quality issues affecting organizational communications.

Documentation, Training, and Staff Support

- Partner with staff to understand reporting, list-management, portfolio-management, donor and client development, and stewardship needs, and develop practical tools and solutions that support daily work.
- Document reports, dashboards, definitions, and recurring reporting processes.
- Provide staff documentation, training, and support for reports, dashboards, list views, activity tracking, segmentation, and related data practices.
- Coordinate with the Data Systems Manager on reporting-related system enhancements, configuration needs, testing, adoption, and broader Salesforce support.
- Perform other related duties as assigned.

Experience and Skills

CCF recognizes that relevant expertise may be gained through a variety of educational and professional experiences. Candidates should demonstrate an appropriate combination of the following:

- Bachelor's degree in business analytics, information systems, data science, statistics, business administration, finance, or three to five years of relevant experience in database management, data analysis and reporting, CRM data stewardship, prospect research, philanthropic services, development operations, or a related field.
- Experience developing reports and dashboards in Salesforce or a comparable CRM and maintaining constituent data through imports, exports, validation, and data-quality processes.

- Experience with Salesforce Nonprofit Cloud, Nonprofit Success Pack, or another nonprofit CRM environment; Salesforce certification is a plus.
- Experience conducting donor or prospect research, preparing profiles, briefings, and donor-intelligence reports, and using research or wealth-screening tools such as Kindsight iWave, Insightful Philanthropy, DonorSearch, or similar platforms.
- Familiarity with philanthropic giving indicators, prospect qualification, moves management, donor stewardship, portfolio management, and donor and client relationship practices.
- Advanced Microsoft Excel skills and strong analytical, organizational, and problem-solving abilities.
- Ability to translate complex information into clear reports, findings, and recommendations for technical and nontechnical audiences.
- Strong attention to detail, sound judgment, and commitment to accuracy, data integrity, confidentiality, and practical staff support.
- Ability to manage multiple priorities and collaborate effectively across teams.
- Experience in a community foundation, philanthropic services organization, nonprofit development office, or financial-services environment, with interest in responsibly using AI and emerging technology to improve reporting, donor intelligence, and organizational insight.

A commitment to the mission of CCF is also desired.

Compensation

The salary range for this position is: $70,000 – $80,000, commensurate with experience and qualifications.

CCF offers a comprehensive benefits package, including 403(b) retirement plan with employer match and discretionary contributions; employer-subsidized medical, dental, and disability coverage; paid life insurance and access to additional voluntary benefits; generous paid time off plus 11 paid holidays; flexible spending accounts, and flexible Friday scheduling in the summer.

To Apply

Please send cover letter, resume, and references to Lisa Haemmerle at haemmerlel@ccf-mn.org.

If you require an alternative application format or assistance completing the application, please contact us at 651-389-0300. We are happy to work with you.

The Catholic Community Foundation of Minnesota is an equal opportunity employer.