



Job Opening

DATA COORDINATOR – FULL TIME

Please apply by: Friday, June 20, 2025

JOB TITLE: Data Coordinator
LOCATION: Columbus, Ohio
JOB TYPE: Full-time
REPORTS TO: Executive Director

WHO WE ARE

The OSBF seeks to promote philanthropy and encourage service to create a more just and equitable legal system for all Ohioans. As the largest bar foundation in the United States, OSBF gives grants and supports programs that address specific shortcomings in our legal system, honors the accomplishments of attorneys who give back to their communities, and brings together attorneys across the state who support OSBF's mission.

JOB SUMMARY

The Database Specialist oversees all aspects of the database, ensuring data integrity, security, and accessibility for the Ohio State Bar Foundation. We are looking for a committed worker who loves creating systems and bringing data to life and is motivated by our mission. They are responsible for managing, maintaining, and optimizing the database, as well as providing access to critical datasets essential to the organization's success. Additionally, they generate relevant reports to support high-level decision making. A key focus of their role is to support the efforts of the Development Department.

The candidate requires a blend of technical problem-solving, strong customer service aptitude, excellent organization and project management skills, and an ability to manage database details. This is a salaried full-time position, and the salary range is \$55,000 - \$65,000/annually.

WHAT WE ARE LOOKING FOR:

- Bachelor's Degree, with background in computer science or information technology preferred
- Experience using a CRM (Customer Relationship Management) system, preferably Blackbaud Raiser's Edge
- Technical proficiency in databases, data analysis, and data management techniques
- Demonstrated ability to organize and prioritize work, consistently meeting deadlines
- Demonstrated ability to work independently with minimal supervision
- Demonstrated ability to handle confidential information with discretion

TOP BENEFITS

As a team member at Ohio State Bar Foundation, you'll enjoy:

- Hybrid workplace model
- Comprehensive benefits package *(includes an annual HSA deposit and HRA reimbursement equivalent to employee's health plan deductible)*
- 28 PTO days, 2 Floating Holidays and 10 federal holidays off
- 401(k) Plan

TO APPLY

Please submit a resume and cover letter to Michele Mitchell, Chief of Staff, at mmitchell@osbf.org or 614.487.4467 on or before June 20, 2025.