



Title of Position: Donor Database Assistant

Date Position Available: February 15, 2021

Position Reports to: Development / Finance

Position is: Full Time (40 hrs. per week)

Summary: The Donor Database Assistant is an entry level position responsible for the oversight and integrity of the donor database, ensuring that the organization is effectively documenting all donor contributions in a timely and efficient way. She/he also ensures all donor data is collected and stored. Specifically the Donor Database Assistant will:

Essential Duties and Responsibilities Include:

- Data entry of all financial gifts – including donor donations, grants, corporate gifts, event sponsorships, etc.
- Follow standard operating procedures as directed by Development – Marketing/Communications Manager, CFO, and CEO and insure that all coding is carried out.
- Work to ensure that gift acknowledgement processes are timely and accurate for recognition of all gifts.
- Respond to donor inquiries concerning gift history, changes to donations, receipts, and other documentation as directed / requested by supervisor.
- Pull reports and creates custom reports / queries as needed to support the development function – including direct mail queries.
- Provide monthly maintenance and clean-up of database.
- Provide monthly and ad hoc reporting to finance and development departments.

Knowledge, Skills & Ability:

- Minimum Associates Degree
- 2 years’ experience in donor database management – **Blackbaud CRM experience is ideal**
- Excel User – experience with formulas, imports/exports of data
- Experienced users of all other Microsoft Office products
- Good oral and written communication skills
- Excellent Customer Service skills in an office environment
- Demonstrated attention to detail
- Good organization and time-management skills
- Ability to act with a high degree of tact and diplomacy and apply good judgement

Physical Demands:

- Must be able to lift/move up to 25 lbs.

Interested applicants should submit resume, cover letter and salary requirements to Donna Ragan at dragan@secondharvest.org.

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____