



Together We CAN End Hunger

Title of Position: Donor Database Assistant

Date Position Available: February 1, 2019

Position Reports to: Development / Finance

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

Summary: The Donor Database Assistant working in conjunction with the Direct Mail Assistant, is responsible for the oversight and integrity of the donor database, ensuring that the organization is effectively documenting and stewarding all donor contributions in a timely and efficient way. She/he also ensures all donor data is collected, stored and properly used by all members of the organization. Specifically the Donor Database Assistant will:

Essential Duties and Responsibilities Include:

- Receiving training on the current standard operating procedures for donor database entry, etc. from the Direct Mail Assistant.
- Perform data entry and record management of all financial donations and grants, ensuring accuracy, consistency and timeliness.
- Work with the Direct Mail Assistant to ensure that gift acknowledgement processes are timely and accurate for recognition of all gifts.
- Respond to donor inquiries concerning gift history, 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.
- Assess needs and provide training and support for all donor database in conjunction with IT.
- Provide routine maintenance and clean-up of database.
- Provide monthly and ad hoc reporting to finance and development departments.
- Collaborate with other staff members to analyze fundraising trends / results and provide related analysis.

Knowledge, Skills & Ability:

- College Graduate – Bachelor’s Degree
- 2-4 years’ experience in donor database management – **Blackbaud CRM REQUIRED**
- Good oral and written communication skills
- Demonstrated attention to detail
- Experienced user of Microsoft Office products
- Good organization and time-management skills

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: _____