



JOB DESCRIPTION

POSITION:	Development and Data Entry Assistant
DEPARTMENT:	Development and Grants
WORK SCHEDULE:	30 hours/week – Non Exempt
REPORTS TO:	Development and Volunteer Director
WAGE:	\$12.70-\$15.90

OVERVIEW OF RESPONSIBILITIES: The Development Assistant manages and coordinates the donor acknowledgement process, including data entry and database management, preparation of mailing lists, and fundraising event support. Position will also support the Grant Manager with data entry and general office tasks.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Acknowledgment of donor contributions. Type, format, proofread and edit correspondence. Merge, print, and mail all acknowledgment letters in a prompt manner.
- Maintain Relief Nursery's donor database. Perform data-entry in fundraising system, including creation of donor contacts and information regarding gifts/pledges, visits and communication; maintain records and mailing lists; create donor reports.
- Reconcile monthly contribution reports with accounting department.
- Provide support for the Executive Director, Director of Philanthropy and Development and Volunteer Director, as needed.
- Assist the Development department in the execution and wrap up of major fundraising events.
- Assist the Grants department with data entry into client tracking database and general office tasks.
- Other projects as assigned.

MINIMUM QUALIFICATIONS:

- 2+ years experience in an administrative assistant position
- Prior fundraising or non-profit experience preferred
- Preference will be given to candidates demonstrating familiarity with Lane County's community profile, including community leaders, businesses and charitable organizations.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Excellent written and verbal communication skills with a strong customer service background.
- Superior organizational skills and ability to multi-task: demonstrated ability to manage time and meet deadlines.
- Experience with data entry: demonstrated accuracy and attention to detail.
- Proficient using Microsoft Excel, Word and Outlook.
- Excellent interpersonal skills; demonstrated ability to interact with donors, board members, volunteers, staff and general public.
- Self-starter able to work independently and as part of a team in a fast-paced environment.
- Demonstrated ability to problem solve.
- Available for occasional evenings and weekends for special fundraising events.
- Ability to maintain a high degree of confidentiality.

Relief Nursery offers medical and dental the 1st of the month after 60 days and 5 weeks paid vacation. Paid sick and personal leave and retirement 403(b) benefit package for all benefitted employees.

Final candidate must be able and willing to undergo and pass pre-employment drug screening, criminal background check through state childcare division, and a Department of Motor Vehicle records check prior to offer of employment.

Relief Nursery is an Equal Opportunity Employer.

This position is benefitted at 30 hours.