



**JOB TITLE:** Community Foundation Administrative Associate – Gift Entry  
**DEPARTMENT:** Donor Services & Gift Planning and Finance  
**REPORTS TO:** VP Donor Services & Gift Planning  
**EXEMPT STATUS:** Non-Exempt, Half-time – 20 hours per week  
**SCHEDULE:** Monday-Friday between 8:00 a.m. – 12:00 p.m.  
**PREPARED BY:** VP Donor Services & Gift Planning  
**APPROVED BY:** President/CEO

**SUMMARY:** This position offers direct support to Database Manager processing and recording gift transactions. Create, maintain and update electronic records and paper files on all constituents. Backup support for grant entry.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties or tasks may be assigned as required. Management may modify, change or add to the duties of this description at any time without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential duties and responsibilities include the following:*

- Provide a full range of professional service and support related to the Foundation's strategic direction and mission.
- Support donor services and gift planning staff responsible for direct donor contact.
- Enter gifts into the donor database, ensuring the integrity of the Foundation's gift entry process.
- Update donor records with demographic information derived from gifts and other correspondence.
- Prepare receipts and acknowledgements for gifts.
- Generate and mail pledge reminders, and record, maintain, and adjust pledge records.
- Complete corporate matching gift applications and contact donors or employers to secure applications. Maintain records of matching gifts applied for and received.
- Work with donor services and gift planning staff to respond to telephone and written inquiries from donors about their gifts.
- Execute mail merges; generate data and database-driven reports.
- Enter and maintain information about potential donors, professional advisors and planned gifts into the Foundation database; generate database-driven reports highlighting donor and advisor activity.

**SECONDARY DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual should be able to perform each secondary duty satisfactorily. Other duties or tasks may be assigned as required. Management may modify, change or add to the duties of this description at any time without notice. The secondary duties and responsibilities include the following:*

- Handle special projects, including data entry and purging of obsolete files within database(s).
- Back-up support for Grant Entry, as needed.
- Research prospects; assemble informational packets; save/store/file notes from meetings and other contacts as required; track potential donors and development activity.
- Be a cooperative member of the administrative support team.

**SUPERVISORY RELATIONSHIPS:** *To perform this position successfully, an individual must be able to work within the following supervisory relationships:*

While this individual will directly report to the Vice President of Donor Service & Gift Planning, she/he will report to the Database Manager on a daily basis.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to do so. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

- Must have 3-5 years clerical or data entry experience and working knowledge of computer systems.
- Experience working with relational databases, such as Blackbaud or Fusion Lab suites. Raiser's Edge experience a plus.
- Strong clerical skills with emphasis on accuracy and attention to detail.
- Strong computer skills, including word processing and reporting tools.
- Must be proficient in Microsoft Word and Excel.
- Ability to work independently with minimal supervision.
- Excellent organizational skills.

**Language Skills:**

- Excellent written and verbal communication skills, comfortable answering phone calls and speaking with people in-person and on the phone.
- Exceptional customer service skills, on the phone and in person.

**Mathematical Skills:**

- Basic proficiency.

**Reasoning Ability:**

- Critical thinking skills and the emotional intelligence to work with our donors, board and committee members.
- Understanding of database organization and concepts.

**Other Skills/Abilities/Specifications:** Exceptional organization and workload prioritization skills, accuracy, attention to detail, ability to multi-task, team oriented with the ability to work independently, problem solver. Knowledge of Microsoft programs such as Word, Excel, SharePoint and Outlook and the ability to master various software applications. Embrace the Foundation's mission and core values at all times.

**CONFIDENTIALITY REQUIREMENTS:** *This position requires the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Stationary position most of the time, move about inside the office to access file cabinets, office machinery, etc., constantly operates a computer and other office machinery such as a telephone, calculator, copy machine, etc., periodically carry and move items weighing up to 20 pounds for meeting room and event set up.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires working indoors within a designated work space. While the office environment typically is quiet, sometimes talking and movement throughout the office can increase sound levels.

**EQUIPMENT USED:** The items listed are some of the typical equipment; other equipment may be used as needed: telephone, computer, copy machine, calculator, coffee maker, meeting room technology.

*I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above, and that I will perform those above and other related duties as directed by my supervisor and management. I further understand that employment is at-will, and that either I or my employer may terminate the employment relationship at any time.*

Signature\_\_\_\_\_

Date\_\_\_\_\_