

Title: Database Assistant

Job Purpose

The Database Assistant is a part-time position that reports to the Operations Manager (OM) and provides administrative support by assisting with data entry, receipts processing, and solicitation support.

Required Skills:

- Strong process and organizational skills
- Donor database proficiency
- Experience with running queries
- Google Drive facility, including Google Docs and Google Sheets
- Strong facility with Word and Excel
- Thoroughness and accuracy, in multi-step, detail oriented processes
- Excellent communication skills; verbal and written
- Willingness to work on-site, in a small office environment yet with a variety of stakeholders (Donors, Volunteers, Board Members, Office staff, External consultants)

Essential Functions:

- Data and gift/donation processing
 - Both one-time and monthly donation processing
 - Soft credit donations as necessary
 - Pledge entry
 - Mail merge and printing, for acknowledgement letters
- Running database queries and reports for in-office and shareholder use
- Creating database relationships between donors
- Creating reports and spreadsheets as necessary
- Event support

Core Responsibilities

- Database support and maintenance by ensuring accurate data entry
- Entry of Receipts and pledges
- Donor updates; eg. address, email, phone, children, donor codes, etc.
- Work with OM to generate letters, emails, etc. for various types of solicitations

Bonus Skills:

- Proficiency in data imports and exports
- Query creation