

Kids in Crisis, Inc.
Position Description
Development/Data Entry Assistant

POSITION: Development/Data Entry Assistant

REPORTS TO: Database and Research Manager

JOB DESCRIPTION: The Data Entry Assistant is responsible for entering and updating all data into Raiser's Edge database as well as producing all donation acknowledgement letters, and providing basic information to new donors. This position is also responsible for compiling data reports from Raiser's Edge.

QUALIFICATIONS: Strong experience with data entry. Proficiency using a database (preferably Raiser's Edge by Blackbaud). Extensive knowledge of Microsoft Office with proficiencies in Word and Excel including production of mail merges. Organized, detail-oriented person with the ability to manage multiple tasks and the ability to analyze and update existing data. Associates Degree preferred. Strong proofreading skills a must.

RESPONSIBILITIES:

I. Data Entry and Reporting

- a. Enter and update all data into the database
- b. Assist with producing regular reports and running queries

II. Clerical Support

- a. Accurately produce all donation acknowledgement letters and obtain appropriate signatures
 - i. Copyedit and proofread all letters
- b. Create and produce welcome packets for new donors
- c. Provide clerical support as needed including faxing, photocopying, filing, etc.
- d. Assist with the preparation and production of all mailings

III. Other

- a. Provide clerical and data entry support for other departments within the agency when necessary and appropriate
- b. Participate in department meetings
- c. Assist with special events and agency functions
- d. Other duties as deemed necessary and appropriate