YWCA IS ON A MISSION

Data and Development Associate

JOB DESCRRIPTION

This role is a key position on our Development and Communications team.

Responsibilities:

- Responsibilities include but are not limited to:
- Maintain and work in DonorPerfect database, including: accurate entry of contacts, gifts and notes; development and automation of reports; management of the Processing Gateway, development of online forms, etc.
- Generate donor acknowledgement letters.
- Constituent research and development of backgrounder information.
- Support for events, campaigns and special projects.
- Performs other projects or tasks as directed by the Chief Development Officer (CDO)

Other:

- Reports to the Chief Development Officer (CDO).
- Work will be primarily virtual; must possess a computer and internet access.
- Advanced training will be provided.

Qualifications

- Experience managing a nonprofit donor database and knowledge of database best practices is required. DonorPerfect experience is a plus.
- Intermediate working knowledge of Excel and Microsoft suite.
- Demonstrated high level of discretion and confidentiality.
- High school diploma and/or demonstrable relevant experience required.

Job Type:

Part-time (20 hours per week; occasional extra hours available.) Flexible hours to be determined in conjunction with Chief Development Officer (CDO).

Salary:

$20.00 to $25.00 /hour, offer will be based on experience

Resume and Cover Letter should be sent to Amy Price at: aprice@ywcawpcw.org