TITLE: Development Data Entry Assistant
SUPERVISOR: Data Services Manager
TYPE OF POSITION: Regular, Full Time, Non-Exempt
LOCATION: San Francisco or hybrid/remote, Pacific time zone strongly preferred

SUMMARY OF POSITION:
Working as part of the development team, the Development Data Entry Assistant participates in selected development activities with emphasis on data entry and gift processing for sophisticated fundraising programs. The Development Data Entry Assistant receives direction from the Data Services Analyst.

JOB DUTIES AND RESPONSIBILITIES:

Data Services
- Enter gift and donor data into sophisticated donor database – currently The Raiser’s Edge – in a timely, accurate manner.
- Review and edit gift batches for proper coding including gifts received via direct mail, online, in-park, credit card, bank deposit and electronic funds transfer.
- Complete tasks related to the Sequoia Society monthly giving program including processing donor updates and new sign-ups, cancellations, terminations, and monthly gift processing.
- Complete tasks associated with maintaining the accuracy of The Raiser’s Edge database including processing weekly data routines to maintain accurate coding of constituent and gift records.
- Generate and submit weekly file for acknowledgement letters.
- Import appeals and other gift and donor data using ImportOmatic and The Raiser’s Edge.
- Notify appropriate staff when special gifts are received.
- Support Data Services Analyst and Data Entry & Administrative Assistant to ensure data services work is completed each week.
- Aid with special project work in Raiser’s Edge and complete other duties as assigned.

Development Department Support
- Communicate with donors, and assist with office inquiries, to update and verify biographical and gift related data.
- Coordinate with Development Department teammates to ensure gift and donor records are coded accurately, and to ensure that proper documentation is retained.
QUALIFICATIONS:

Education and Experience:
- Bachelor’s degree or equivalent experience
- Knowledge of the Raiser’s Edge preferred
- Experience with Microsoft Office products in a PC (Windows 10) environment

Knowledge, Skills and Abilities:
- Commitment to the mission, values, goals, and success of Yosemite Conservancy
- Good communication skills with the ability to communicate with an engaging style accurately through letters, email, on the phone and in person
- Ability to work with donor information, records, and communications with exceptional accuracy and confidentiality
- Strong computer and typing skills including knowledge of Microsoft Word and Excel with sufficient speed and accuracy
- Ability to identify exceptions within standardized work and bring them to the attention of others
- Ability to use existing technology to achieve desired results
- Attention to detail and deadlines, well-organized, and ability to multi-task
- Ability to establish rapport with a variety of individuals in a small office
- Commitment to conservation and outdoor interests preferred, especially Yosemite

Physical Requirements and Work Environment:
- Regularly sits at desk or computer workstation
- Able to lift up to 30 pounds when necessary
- Overtime may be required to ensure timely processing of year-end gifts
- Will be required to work regular business days during December and January
- This position is based in San Francisco with infrequent business travel to Yosemite.

Compensation:
- Commensurate with experience

To Apply: No phone calls please.
If you are qualified and interested, please submit your resume, cover letter, and salary expectation in attached Word documents to yosemiteconservancy@gmail.com. Please indicate in the subject line: “Development Data Entry Assistant”.

Due to the number of responses anticipated, we cannot accept phone calls to the office. Thank you for your understanding. Submitted information will be carefully reviewed and the most qualified applicants will be contacted.

YOSEMITE CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER