

Development Data Entry & Administrative Assistant

Position type: Full-Time (Non-exempt)

Reports to: Data Services Director

Location: San Francisco Bay Area (hybrid)

The Development Data Entry & Administrative Assistant works alongside other members of the Development Data Services team to process donor and gift data for sophisticated fundraising programs, ensuring the accurate and timely recording of all donations while maintaining the highest standards of data integrity. Additionally, this individual provides administrative support for the Development team, including clerical duties in our San Francisco office and occasional donor relations correspondence.

Who We Are

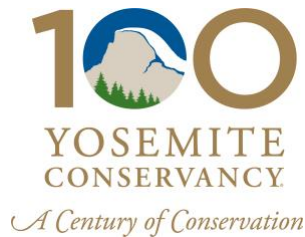
We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Development Data Entry & Administrative Assistant reports to the Data Services Director and is responsible for the following:

Data Services

- Enter gift and donor data into sophisticated donor database (Raiser's Edge NXT) in a timely, accurate manner.
- Import, review, and edit gift batches for proper coding, including gifts and event payments received from a variety of channels such as direct mail, credit card, bank deposit, electronic funds transfer, online, etc.
- Process gifts received by in-park operations departments such as through our retail locations and Outdoor Adventure programs.
- Process confirmation requests from corporate workplace matching gift programs, and interact with grant administrator representatives as needed to acquire details for incoming gifts.
- Prepare weekly gift log reports for fundraiser stewardship.
- Notify appropriate staff when special gifts are received, coordinating with Development Department teammates to ensure gift and donor records are coded accurately and that proper gift documentation is retained.
- Coordinate with other members of the Data Services team to ensure data services work is completed each week.
- Work with Donor Services Assistant and the Development Data Entry Assistant to update recurring monthly gifts as needed.
- Provide backup support for Data Services responsibilities as needed, including data entry, gift processing, report generation, acknowledgement file preparation, and monthly donor updates and correspondence.
- Complete tasks associated with maintaining the accuracy of donor and gift data.
- Aid with special project work in Raiser's Edge NXT and complete other duties as assigned.



Development Department Support

- Assist with mail pickup and distribution in the San Francisco office, including preparation of gifts/pledges received in-house that require special handling.
- Provide primary out-of-office coverage for Donor Services Assistant, including responding to phone and email inquiries, and assisting with in-office clerical needs.
- Scan documents for distribution to colleagues or for electronic filing as needed.
- Communicate with donors, and assist with office inquiries, to update and verify biographical and gift-related data.
- As time allows, support fundraising operations by assisting with preparation of donor mailings and managing donor responses to specific mail campaigns.

Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

Education and Experience:

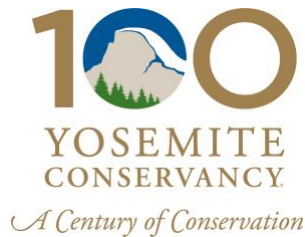
- Bachelor's degree or equivalent experience
- Experience with Raiser's Edge or a similar CRM preferred
- Experience with Microsoft Office products in a PC (Office 365) environment
- Previous customer service experience preferred

Knowledge, Skills and Abilities:

- Commitment to the mission, values, goals, and success of Yosemite Conservancy.
- Good communication skills – verbal and written
- Ability to work with donor information and records with 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
- Attention to detail and deadlines, well-organized, and ability to multi-task
- Commitment to conservation and outdoor interests preferred
- Knowledge of and interest in Yosemite National Park or other public lands.

Working Conditions

- Regularly sits at a desk or computer workstation.
- Frequently moves about the office to collaborate with colleagues.
- This position is required to work from the San Francisco office two days per week
- 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 located in San Francisco with infrequent business travel to Yosemite

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The salary for this position ranges from \$48,500 to \$57,000 with exact salary depending on experience.

We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- vision and dental insurance
- basic life insurance
- vacation and sick leave
- retirement program (following one year of employment)
- annual National Parks pass
- stipends to visit Yosemite National Park twice a year
- and more

How to Apply

Please send a cover letter and resume in a single PDF file to jobs@yosemite.org with the subject line “your name – Development Data Entry & Administrative Assistant”.