

Organization: Alzheimer's San Diego
Date Posted: 6/23/2016
City: San Diego
Location: CA
Country: United States
Primary Category: Data Entry Specialist
Type of Position: Part-Time
Education Requirement: Associate's
Experience Requirement: Entry Level

Description & Details

Reports to: Manager, Business Operations
FLSA Status: Part-Time, Non-exempt
Hours: 10-15 hrs per week during regular business hours

SUMMARY

Reporting to the Manager of Business Operations, the Data Entry Specialist is responsible for entering, researching and maintaining donor and prospect data into the organization's database. This includes entering gift transactions, generating acknowledgements using mail merge, and working with large spreadsheets.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Accurately record gifts in the donor record.
2. Produce gift acknowledgements with accuracy.
3. Update constituent records by adding or updating biographical information, address, business affiliations, solicitation preferences and notes collected from staff members, gifts and other sources including highly confidential information.
4. Produce and distribute reports to staff as appropriate.
5. Assist with the general office duties, and any special projects of the Business Office.
6. Other duties as assigned.

REQUIRED QUALIFICATIONS

1. This position requires a self-starter with good organizational and communication skills. The successful candidate will be detail oriented, have a strong understanding of Microsoft Excel and Microsoft Word.
2. Typing skills must be excellent, with the ability to input data with speed and accuracy.
3. An interest in the nonprofits is desirable.

ADDITIONAL FUNCTIONS/REQUIREMENTS

1. Able to sit at a computer for extended periods of time.
2. Excellent communication skills.

Interested candidates, please submit a resume to: hr@alzsd.org

How to Apply / Contact

Interested candidates, please submit a resume to: hr@alzsd.org