
Job Title: Donor Recognition Associate

Regular Full Time

Range Minimum: \$13.50 minimum

Non-Exempt Position

Opening Date: February 22, 2010

Closing Date: March 22, 2010

(Or until filled)

PRIMARY RESPONSIBILITIES:

- Enters data in Raiser's Edge database (constituent records and monetary batch information) for daily donations. Ensures accuracy and consistency in entry of data for constituent and giving/financial records for preparation of donor acknowledgments and general ledger.
- Generates, acknowledges and mails donor correspondence for gifts \$250 and over.
- Provides administrative and technical support for Development Department to meet departmental goals. Provides quality service in accordance with the League's mission, goals and management philosophy.
- Pulls the list of tributes and corresponding donors quarterly for the Pet Tales Newsletter. Edits the list for accuracy before sending to the editor.
- Enters gifts/registrations for special events such as Furry Scurry, Wag N Trail, Telethon, Lulu's Barkin' BBQ, Barks & Bow Ties, etc.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or GED equivalent.
- Accurate typing speed of 70 words per minute.
- Computer proficient in Windows programs. One year experience in database management.
- Excellent communication skills. Detail oriented. Must be able to maintain confidentiality.
- Desired: Prior experience using Raiser's Edge and Microsoft Office programs. Previous fund raising experience maintaining a large volume database in a non-profit environment.

WORKING CONDITIONS:

Performs most work in an office setting. Although majority of work will be completed in an office setting at time may work in an area with a high noise level and potentially subject to animal bites and scratches. Occasional lifting up to 25 lbs. with reasonable accommodations. Expected to work extended hours as needed.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

- **Current Employees:** Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**
- **All Other Applicants:** Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org