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Job Title: Part-Time Gift Entry and Data Specialist

Reports to: Advancement Director

Job Description:

We are seeking a highly motivated and organized Part-Time Gift Entry and Data Specialist to join our team. The Gift Entry and Data Specialist will be responsible for administering gift entry into our donor database as well as overall data management for Springer School and Center. Candidates are expected to have strong gift entry and data management skills, be capable of inputting and extracting data from our Donor Perfect donor system and perform light clerical duties and project-related tasks. We are looking for a highly motivated and detail-oriented team player who will work independently and as part of a team, depending on the task.

Responsibilities:

- Enter all gifts into Donor Perfect Online.
- Promptly create acknowledgments for all donations.
- Generate and send reports, including campaign activity reports.
- Ensure accuracy in data, auditing systems and carrying out data-cleanup as necessary.
- Draft emails and other correspondence on behalf of the organization pertaining to donations as needed.
- Work with the Advancement Director on the coordination of the annual fund program.
- Prepare and print mailings, letters, envelopes, and other outward communication from the Advancement Office as needed.
- Together with other team members, enter prospective donor information into Donor Perfect.
- Prepare supplemental information for the Advancement Director and Vice President for contacts, meetings, grants, and reports.
- Assist with tasks related to fundraising events, including donation solicitation and receipting.
- Manage volunteer needs for special projects and school-related needs.
- Support alumni relations and corresponding events.
- Maintain good relations with Springer's clientele, contacts, donors, and employees, demonstrating tact, courtesy, and cultural sensitivity.
- Enthusiastically embrace the Springer School and Center mission and vision for the future.

Requirements:

- Bachelor's degree in a related field or equivalent experience.
- Proficient in other Content Management Software; Microsoft Office, PowerPoint, and Excel are a must.
- Excellent customer service, organizational, planning, interpersonal skills, and communication (written and verbal) skills.
- Ability to manage multiple priorities, projects, and tasks.



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- Strong attention to detail.
- Ability to manage sensitive situations professionally and maintain confidentiality.
- Demonstrated ability to work independently and collaboratively and contribute positively to a collegial team environment.
- Anticipates challenges and makes suggestions for addressing them.
- Experience working with employees, partners, and clientele from diverse backgrounds and life experiences.
- Work experience in academic, non-profit cultural, or heritage organizations preferred.
- Willing to embrace new approaches and directions, ask questions, and accept feedback.
- Proactive, creative, and flexible.

This is a part-time position with flexible hours, requiring the possibility of some evenings and weekends.

How to apply:

Applicants should send a cover letter, application and resume to both keismin@springer-ld.org and cchambers@springer-ld.org. Please enter "Gift Entry and Data Specialist" in the subject line of your email.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

