



Position Title: **Data and Gift Entry Assistant-Advancement**

Last Updated: November 2018

Reports To: Director of Research and Advancement Services

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Calendar Year; Monday through Friday; Base 40 hours per week
Actual hours will be assigned per the needs of the department
Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description:

The Data and Gift Entry Assistant will maintain timely and accurate gift and data processing, coordinate the ongoing gift acknowledgement process, and assist with updating the constituent database.

Essential Functions:

- Enter all charitable gifts and pledges, prepare gift batches for posting to database, produce and distribute daily gift activity reports
- Partner with Business Office staff to reconcile Daily Gift Activity Reports and provide gift documentation
- Responsible for accurate record maintenance, including updating addresses, email and phone records
- Ensure that gifts are properly acknowledged and receipted in a timely way
- Retrieve daily mail from the Schoolhouse
- Regularly assist with mailings

Additional Responsibilities:

- Staff evening and weekend events in the Advancement Office as necessary

Other Responsibilities:

- Other duties as needed or assigned per the Director of Research and Advancement Services, the Director of Advancement or CAO
- May perform other related duties as assigned to ensure the efficient and effective functioning of the Williston Advancement Department
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document

Qualifications:

- Three years similar experience, preferably with direct knowledge of independent boarding schools
- Familiarity with Blackbaud Raiser's Edge and/or technical experience with relational databases and reporting is a plus
- Proficient in the use of Microsoft Office software applications; intermediate knowledge of Excel required
- Quantitative aptitude and inclination

- Excellent communication and organizational skills for multi-tasking and prioritizing responsibilities
- Self-motivated and self-directed to complete projects in a timely manner
- Openness to new ideas and their implementation
- Ability to react and adapt to changing situations appropriately
- Demonstration of integrity, positive attitude, diplomacy, tact, courtesy, and a sense of humor with a bright, creative, collaborative, and energetic approach to daily work
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students and other constituents of the School
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required as a condition of employment
- Aptitude to work intuitively and independently as well as part of the Advancement Team
- Ability to successfully interact with diverse staff, faculty, students, alumni and other constituents of the School
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

- Standing/sitting for periods of time
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must hear with accuracy
- Must use hands and arms to reach for, grasp, and manipulate objects

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable office setting
- The employee is faced with constant interruptions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job 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 follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.