



Position Title: Gift & Data Processor

Remote, Non-Exempt

Position Summary

Donor Database Experts (DDX) is seeking an experienced professional to serve as its Gift & Data Processor. Core functions include gift and constituent data entry, creating records, and assisting in basic data clean-up projects. This is a fulltime, fully remote position with travel twice/year to attend the team retreats held in Rochester, NY and Fort Myers, FL.

DUTIES AND RESPONSIBILITIES:

Data Entry & Record Maintenance

- Perform client daily gift processing, process pledges and pledge payments, and send pledge payment reminders.
- Produce donor acknowledgment letters and receipts within 48-hours of entering the donor's check, or within the Client's target timeline.
- Work with the DDX team on basic data clean-up and improvement projects as requested.
- Assist with creating new records, updating records, maintaining deceased, no valid address and inactive records.
- Lookup obituaries or other public information to update constituent records with accurate information as needed.
- Perform weekly, monthly, quarterly and annual database clean-up for clients as needed.
- Assist with data entry for all modules within the database.
- Other data support as requested.

ESSENTIAL SKILLS & KNOWLEDGE:

- A foundational understanding of advancement and an appreciation for the importance of donor information management and a working knowledge of principles, ethics and practices of fundraising.
- Strong attention to detail and accuracy.
- Effective interpersonal and verbal/written communication skills.
- Ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures.
- Proven ability to handle sensitive information with discretion and confidentiality.



QUALIFICATIONS:

Experience:

- 1-2 years of progressive responsibility in data entry and donor records, preferably in a nonprofit, human services or education setting.
- Proficiency with MS Office Suite (particularly Excel) required.
- 1-2 years of experience with DonorPerfect, Raiser's Edge, Raiser's Edge NXT, and/or other Blackbaud Products strongly preferred.
- Must have an even disposition and the ability to deal effectively with multiple teams and internal stakeholders and handle confidential data and information in a professional manner.

Hourly Rate: \$18 - \$24

The listed base pay range is a good faith representation of current base pay for successful applicants. It may be modified in the future. Pay is determined by factors including experience, relevant qualifications, and internal equity.