



Potomac Conservancy Part-Time Gift Processing & Database Coordinator

Potomac Conservancy is a vibrant and growing environmental organization. We are the region's leading clean water advocate, shaping the broader effort to ensure the Potomac River boasts clean drinking water, healthy lands, and connected communities.

We seek a Part-Time Gift Processing & Database Coordinator to manage our donations and database in our downtown Silver Spring office. This is a great opportunity to get a comprehensive education in nonprofit fundraising while working part-time.

Responsibilities

This position works in the development office with responsibilities encompassing gift processing and database management and integrity. These actions support and record major gift, fundraising and stewardship efforts made by the department.

Gift (Donation) Processing

- Process donations received (via email/phone) including check pick up, recording and deposit.
- Ensure donor records are accurately tracked in the database.
- Maintain filing for gift processing.

Donor Stewardship

- Manage donation acknowledgment system.
- Prepare and disseminate reports from database.

Requirements

High school diploma or equivalent in education, training, or experience. Bachelor's degree preferred.

Minimum Requirements:

- At least two years of finance or accounting experience, showing progressive responsibilities.
- High-level proficiency with MS Office programs including MS Word and MS Excel.
- Aptitude for learning new databases.
- Hands-on experience with database management and data entry.
- Excellent verbal and written communication capabilities.
- The ability to analyze a problem and formulate a logical solution is fundamentally important.

- Accuracy and attention to detail is essential.
- Minimal 2-year committment

Work hours per week: 10-15 with flexible days and times

Salary: \$15/hour

To Apply: The deadline for applications is March 20, 2018. To be considered, you need to submit a cover letter and resume to resume@potomac.org. Potomac Conservancy is an equal-opportunity employer.