

Donor Database Specialist (Part-time – 30 hours)

This Donor Database Specialist is responsible to maintain, manage and utilize an accurate and effective Raiser's Edge donor database. This includes performing day-to-day database management; all aspects of proper acknowledgement of all charitable donations for accurate record keeping; and preparing reports and communications to support fundraising activities and strategies. This position will also assist with the various Cedar Ridge fundraisers.

Applicants must be at least 21 years of age and demonstrate proficient computer skills. Database experience is preferred.

JOB QUALIFICATIONS:

1. Must be 21 years or older
2. High school diploma or equivalent
3. Have an acute attention to detail; strives for 100% accuracy
4. Must be a task oriented person that is highly organized and able to multi-task
5. Strong verbal and written communication skills
6. Computer skills: Proficient in Word, Excel, Outlook, and Internet search engines
7. Ability to exercise professional judgment to resolve moderately complex problems
8. Ability to identify improvements for greater efficiency
9. Previous database experience preferred
10. Must pass a detailed background investigation
11. Must be committed to Cedar Ridge's mission, vision, and community focus.

If you are interested in this position, in-house applications are available in the mail room in the Administration building. If you need further details, please see Paula or Margaret in the Human Resource Department. Application deadline is May 17, 2016 at 4:30 PM.