



Job Description

Job Title: Data Entry Clerk

FLSA Status: Part time, Non-exempt

Date Effective: March 15, 2023

Position Summary

This position supports activities that ensure the integrity of our donor database gift processing, and includes inputting data, database report generation, and promptly and effectively thanking Longmont Humane Society donors. In addition, this position supports other various developmental administration applications and maintenance. This position reports to the Deputy Director.

Essential Duties and Responsibilities

Donor Recognition:

- Handle administrative details associated with the Development Department including printing letters, labels, and envelopes, and filing of all donor correspondence.
- Prepares timely donor and gift acknowledgement documents including thank you notes, tax letters, and tribute gift letters.

Database and Gift Processing Support:

- Enter all new donations and constituent information correctly and in a timely manner.
- Manage mailing lists and keep donor management system organized and operational to ensure accurate and pertinent data.
- Maintain accurate database records, updating constituent information as necessary.
- With departmental guidance, document standards and protocols for data entry
- Process credit card transactions and prepares bank deposits.
- Utilize import/export and reporting functions of database management system as directed.

Job Qualifications

Education and Experience:

- 2+ years' experience in data entry and donor record keeping (animal sheltering development a plus).
- Experience with DonorPerfect or an equivalent fund development database; ability to learn new software as necessary.

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office, including Outlook, Word, and Excel
- Excellent organizational and time-management skills; ability to set priorities and meet deadlines; ability to set and accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.
- Ability to maintain confidentiality and to use discretion.

Working Conditions:

- Office and animal shelter environment
- Potential exposure to high noise levels and zoonotic diseases
- Frequent use of computer and telephone