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Fund Development Data Specialist

Temporarily remote
\$37,000 - \$39,000 a year

A little about the position:

Provides administrative support (scheduling/confirming appointments, preparing written communication agendas, minutes, etc.) to the Fund Development Director. Responsible for data-entry of charitable gifts while playing a major role in maintaining the overall integrity and quality of the donor database including regular data improvement and maintenance. Conduct various forms of fundraising research, analyze data and compile reports on current or prospective donors as directed. Support the various functions of the fundraising staff through activities such as creating and maintaining donor lists, preparing mail materials such as invitations, solicitations and newsletters. Develop and maintain reports ongoing, specialized and analytical reports for the Fund Development Team. Handles confidential donor information via database, hard copy records and Fund Development Committee discussions in a professional manner. Provides back office support for special events.

In this role you will:

- Responsible for all gift entry and managing and updating all donor records within Raiser's Edge to ensure that all biographical and gift data is accurate.
- Provide support to the Fund Development team for all committee activities such as scheduling, preparation and coordination of materials, detailed meeting minutes preparation, various committee member interactions.
- Support the Fund Development Department with various activities such as following protocol for allocation and grant proposal/award processes, proof-reading proposals, formatting for mail or delivery and/or preparing supplemental materials.
- Prepare mailing lists for and create mail merges for various mailings and projects.
- Maintain the hard copy filing system for all Fund Development activities.
- Participate in team activities, special events and training sessions as directed.
- Performs other duties as assigned.

What we are looking for:

- Three to five years' experience in an administrative position
- Excellent PC skills including proficiency using Microsoft suite (Word, Outlook, Excel, PowerPoint, Access)
- Must be proficient in Raiser's Edge and have prior experience working with and maintaining a database; fundraising database preferred
- Proven experience with maintaining a high degree of confidentiality and exercising judgment and initiative
- Ability to work independently and with limited supervision
- Strong written and verbal communication skills
- Ability to organize and prioritize work, while managing multiple deadlines in a continually changing work environment

- Strong customer service skills with an understanding of its significance for the furtherance of the council's mission
- Ability to represent the council in a positive and professional manner
- Ability and willingness to work a flexible schedule, including nights and/or weekends, and to travel throughout the council
- Car and valid driver's license necessary to carry out assignments
- Ability to work with individuals of diverse backgrounds and ages
- Ability to handle high volume tasks (e.g. telephone calls and computer work).
- Ability to sit and stand for extended periods of time
- Ability to lift 25 lbs.

Benefits:

- Dental Insurance
- Employee Assistance Program
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan
- Vision Insurance

To apply for this position, send cover letter and resume to mrribbans@gshpa.org and kparkes@gshpa.org.

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