

DEVELOPMENT OPERATIONS ASSISTANT

Department: Development

Supervisor: Director of Development Operations

Employment Type: Part-Time, Non-Exempt

Compensation: \$18-\$20 per hr (20-30 hours per wk)

Overview

Reporting to the Director of Development Operations, the part-time Development Operations Assistant supports the data management operations of the Caramoor Development Office. As a member of the Development Operations team, the individual will assist with data management flow between the Box Office ticketing/marketing database (Spektrix) and Development's fundraising database (Blackbaud / Raiser's Edge NXT).

Essential Functions

- Assist with ongoing daily data management between the Spektrix and RE NXT databases, including creation of new records, record verification, address updates, duplication management, and group record management;
- Assist with ongoing maintenance of the databases and help review current and new Development Operations policies and standards;
- Fulfill requests from Development team members for donor information for invitation, mailing and email lists, utilizing tools in both RE NXT and Spektrix;
- Assist with mailings and filing;
- Provide in-person support for Development events, which may include occasional evenings and weekends;
- Provide occasional back-up for gift entry functions, i.e. enter gifts and pledges into RE NXT, liaison with Finance, delivering gift backups and transmittals; and
- Other duties as assigned by the Director of Development Operations.

Position Requirements

- Proficiency with Microsoft Office Suite, (Excel/Word, etc.);
- Experience with Blackbaud (Raiser's Edge NXT) and/or Spektrix preferred;
- Superior organization skills and strong attention to detail;
- Experience in database management, library science, and/or cataloging preferred;
- Strong verbal and written communication skills;
- Appreciation of discretion and adherence to confidential and privacy protocols required;
- Ability to work both independently and as part of a team;
- Knowledge or interest in the performing arts recommended;
- Associate's or bachelor's degree in related field.