



POSITION: Development Assistant

DATE: August 10, 2018

REPORTS TO: Associate Director of Development

SUMMARY: Support data integrity by accurately entering information into databases and other files, support institutional donation processing to include ensuring current and accurate donation and constituent records. Adhere to gift entry policy/data-entry standards set by the organization. Perform duties onsite according to established policies, guidelines, and accepted practices, under the Associate Director of Development's supervision.

DUTIES:

1. Process donations received in DonorPro donor management software. Engage in data integrity by ensuring accurate information as requested by staff is entered into various systems in a timely fashion. Manage constituent and donation entries to ensure consistency, prompt acknowledgment/reporting ability, and accuracy in all records.
2. Work with Associate Director of Development and staff to manage electronic and hard copy files are accurately archived. Engage in any necessary clean up related to previous files. Offer solutions to improve electronic and hard copy file systems.
3. Adhere to gift entry policy/data-entry standards set by the organization.
4. Run monthly reports related to fund comparison and society giving to distribute to necessary staff and volunteers.
5. Engage in regular and one-off report activities including data segmentation for Associate Director of Development as well as volunteers.
6. Work with finance to reconcile gifts and ensure accurate tracking and reporting.
7. Review and offer solutions to any data or other errors found such as duplicate entries, missing information, incorrectly entered donations and more.
8. Comply with The National Society of The Colonial Dames of America Employee Handbook and Institutional Code of Ethics.
9. Perform other duties as assigned by the Associate Director of Development, Director of Development, and Executive Director.

Federal Fair Labor Standards Act (with FairPay Rules) status: Non-Exempt.

QUALIFICATIONS:

- Proven attention to detail and organizational skills including project management skills;
- Strong computer skills in databases, word processing, and spreadsheets; experience with donor management software a plus;
- Highly organized team-player;
- Excellent customer service skills;
- Strong communication and interpersonal skills;
- Tactful, congenial, self-directed, motivated, and proactive;
- Enthusiasm for the preservation/education mission of Dumbarton House and The National Society;
- Flexibility, enthusiasm, and attitude of respect for working with diverse members, staff, volunteers, and visitors;
- Strength, dexterity, and mobility to perform all duties, including lifting objects, stooping, bending, climbing stairs, and working in tiring and uncomfortable positions.

ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK, CODE OF ETHICS, & JOB DESCRIPTION

The Employee has received a copy of The National Society of The Colonial Dames of America (NSCDA) Employee Handbook and acknowledges that they apply in the performance of this job. The Employee has also received a copy of the NSCDA Institutional Code of Ethics and will abide by it.

The NSCDA reserves the right to revise this job description as needed. This job description is neither a written nor implied employment contract. Any employee shall serve at the pleasure or at the will of the employer.

Employee _____ Date _____
Signature

Printed Name _____

Exec. Director _____ Date _____
Sig.

Printed Name _____