

## **Donor Services Intern**

The Donor Services Intern provides administrative support to our Development Office. This person will research, enter, and maintain data in the Development Office software systems and process acknowledgement letters for gifts.

### **Responsibilities:**

- Support Development Manager with creation of records, contacts, actions, and notes.
- Enter donor data accurately including: gifts, contact information and relationships in databases.
- Process gift batches and generate acknowledgements and donor receipts.
- Provide research on contact information, including returned mail, outdated telephone numbers, and outdated email addresses so databases can be updated.
- Ability to work with confidential data

**Requirements:** Highly detail-oriented with a critical degree of accuracy regarding data-entry and analysis; good interpersonal and organizational skills; ability to prioritize work and to perform multiple tasks simultaneously while adhering to deadlines; good problem-solving and analytical skills; ability to take responsibility, to work well as a team member and to work independently; ability to understand and follow directions and complex policies and procedures; ability to deal with confidential data.

**Schedule:** 15 hours per week