

Development Department Administrative Assistant

FLSA Status: Non-Exempt

WAGE: DOE

SCHEDULE: 10 hrs/week (0.25 FTE)

TO APPLY: Apply at our website, www.pjaproud.org (select "About Us," then select "Employment"). Please complete application and upload your resume and cover letter.

Application materials may also be obtained by contacting the HR Department at Portland Jewish Academy, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0126.

JOB SUMMARY:

Reporting to the Development Manager, the Development Department Administrative Assistant works closely with the development staff, as well as the MJCC and PJA administration. The Development Department Administrative Assistant manages gift deposits including analysis and processing of gift batches in The Raiser's Edge, a comprehensive, integrated, relational database system; produces gift receipts and individualized acknowledgement letters in accordance with the organization's 48-hour turnaround policy; provides data for various stewardship vehicles; and maintains data integrity and adds new biographical records to the database.

ESSENTIAL DUTIES:

- Analyze, code and enter gifts into The Raiser's Edge database.
- Enter gifts into Greater Giving for PJA Auction and Friends of the Center Brunch.
- Generate gift receipts, acknowledgements and pledge reminders according to established schedule.
- Process tribute gift notifications.
- Assist with matching gift processing.
- Develop and implement improvements to gift entry and receipting processes.
- Extract data and reports for donor relations and stewardship functions.
- Create and maintain constituent demographic and biographical records in The Raiser's Edge database, requesting or researching information as necessary.
- Complete data entry and maintenance projects, as assigned.
- Clerical duties as needed including filing.
- Assist with events, activities and programs, as assigned.
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QUALIFICATIONS:

- Excellent computer and database skills. Professional communication skills, both written and verbal. Solid analytical and organizational skills. Impeccable attention to detail.
- One years' experience using The Raiser's Edge preferred, Blackbaud CRM, or other donor/customer management relational database system preferred.
- Nonprofit experience preferred.

ADDITIONAL QUALIFICATIONS

- Analytical Thinker: Ability to learn complex data entry codes and procedures quickly; analyze information; make decisions; offer and implement solutions.
- Effective Communicator: Relates clearly and respectfully, in both the spoken and written word; listens effectively; is able to identify incomplete or contradicting information.

- Committed to Task: Willing and able to take action to achieve goals; committed to continued professional development; ability to initiate and follow through on projects; problem solver, detail oriented and dedicated to quality standards.
- Organized: Able to manage multiple projects under time constraints while maintaining flexibility; able to prioritize tasks in a fast-paced environment and work with frequent interruptions.
- Ethical: Committed to the ethical use of information and adherence to standards of confidentiality.

PHYSICAL REQUIREMENTS: Many duties are performed in an office environment, the position requires the ability to move throughout the campus throughout each day. This position requires visual and auditory acuity within normal limits, as well as clear verbal communication ability. Dexterity to operate a computer keyboard and sit for extended periods may be required.

PJA is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.