



JOB DESCRIPTION

Position: Data & Fundraising Assistant
Hours: Part-time, flexible (10 hours/week)
Supervisor: Executive Director
Salary: Compensation dependent on experience (\$15-\$22/per hour)
Location: Walnut Creek, CA (possibility to work from home)

The Walnut Creek Education Foundation (WCEF) TK-12 is seeking a Database & Fundraising Assistant with an ideal start date early October. This person is responsible for maintaining WCEF's database (Donor Perfect) in a timely and accurate manner, as well as administrative support to the fundraising efforts of WCEF. The assistant also participates in all fundraising activities, including donor relations, direct mailings, and events.

Primary duties include processing all donations and utilizing Donor Perfect systems to send acknowledgement letters and other correspondence; maintaining office files for corporate, foundation, and individual donors; producing and mailing annual letters of appeal; and updating the database containing records of donations, including tax deduction documentation.

The assistant works closely with the Executive Director to prepare and report monthly board reports.

Familiarity with Microsoft Office, Excel and Quickbooks are required and knowledge of Donor Perfect and Google Docs would be a plus.

While an Associate's or Bachelor's degree is often required for this position, experience could substitute for education. Typically, three years of experience in a development office or similar fundraising or charitable setting would be required for an applicant without a degree.

An ability to prioritize assignments is important, as are excellent communication skills, both written and verbal. Applicants must be able to write correspondence from scratch with little input from staff or volunteers.

Perhaps the most important aspect of this position is interacting with donors, potential donors and WCEF volunteers, who are the lifeblood of the organization. The assistant must not only be diplomatic, accommodating, and outgoing, but must possess exceptional social skills and a fair amount of emotional intelligence.

This position is flexible, but during training might require some in-office hours once or twice a week. Typically this position offers the flexibility to work from home. The fundraising assistant works closely with the executive director and board president.

DATABASE TASKS

Gift Entry & Bank Deposits:

Responsible for gift entry/imports and communicating with Treasurer (volunteer position) to ensure weekly bank deposit of donations. The busiest times of year for this position are in mid-August, December thru January, and mid-February.

Matching Gifts:

- Process corporate verification forms
- Track matching gift pledges

Report Generation:

- Prepare monthly donation analysis report
- Prepare partner group reports
- Prepare lists for website/school site donor list
- Answer any ad/hoc requests for data or analysis

Maintain Database:

- Stay abreast of changes/updates to DonorPerfect
- Add new/delete old families in and out of district
- Verify address changes based on annual directory updates
- Ensure anonymity of families wishing to remain anonymous
- Manage annual import/update of student information (grade, school, etc.)

FUNDRAISING

Annual Campaign:

- Assist as needed in annual direct mail campaigns including but not limited to: Top 100 donors, New Families, LYBUNT, etc. These duties include printing, stuffing and mailing as needed.
- Segment and send all thank you letters as needed. Most of WCEF's acknowledgments are emailed, however.

Special Events (Taste & Toast - date TBA and other events as needed):

- Track ticket sales and maintain lists for event entry
- Assist with donor recognition events as needed

Additional tasks:

- Follow up with donors on credit card issues, pledges, etc.
- Attend monthly board meeting and report out on donor data

- Follow up on email/phone inquiries about copies of thank you letters, payment plan changes, etc.
- Maintain confidentiality regarding donors/payment info etc.

You are qualified for the position if:

- You are seriously well organized.
- You enjoy people and have good 'people skills.'
- You get something done if it's yours to do, and you get it done on time.
- You like to work independently and as part of a team.
- You want to grow your skills and knowledge of development.
- You can laugh when things get stressful.
- You want to work for an organization that cares about delivering a quality, well-rounded education for all students in Walnut Creek

TO APPLY, SEND A RESUME AND COVER LETTER TO CONTACT@WCEFK12.ORG. For more information on WCEF, please visit www.wcefk12.org.