



Development/Data Entry Associate

Feb. 9, 2017

Interfaith Outreach & Community Partners' mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed and the entire region can prosper and shine. Serving the west Hennepin communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit www.iocp.org.

Interfaith Outreach is looking for a highly qualified individual for our full-time Development/Data Entry Associate position. This position ensures the integrity of donor records by accurately and efficiently entering donations in a Donor Database (ResultsPlus) and processing acknowledgement letters.

The Interfaith Outreach work environment is client centered, values driven, team orientated, fast paced, diverse and focused on learning and professional development. We have a strong internal culture of collaboration and team support and a deep commitment to mission.

Core areas of responsibilities include:

- Input financial donations and maintain/update accurate donor information in ResultsPlus.
- Generate timely gift acknowledgment letters for financial gifts and other gifts.
- Train and manage volunteers on special data entry projects.
- Perform activities related to management of donor data and information to ensure data accuracy and consistency. Actively investigate and resolve data discrepancies.
- Support Finance staff in reconciling donor database to accounting system on a monthly basis.
- Update and maintain templates for donor acknowledgment letters and other correspondence.

Required qualifications include:

- Bachelor's degree or three years work experience in a professional setting.
- Database experience.
- Ability to enter large quantities of donor data quickly and accurately.
- Exceptional attention to detail.
- Excellent computer skills and in-depth functional proficiency in Microsoft Office Suite (Word, Excel).
- Ability to accurately complete mail merges.
- Excellent oral, written and interpersonal communications skills.

Preferred qualifications:

- Knowledge of donor databases.
- Database reporting experience.
- Strong understanding of nonprofit fundraising and donor relationships.
- The ability to import and export data in Excel.

To be successful on staff at Interfaith Outreach, the ideal candidate possesses the following characteristics and traits:

- A deep commitment and passion to Interfaith Outreach's mission and work.
- Demonstrated cultural competence with a focus on inclusion.
- Highly skilled at communication and collaboration.

We offer a competitive salary and a comprehensive benefits package. \$18/hour, non-exempt position.

Interested candidates should email a resume and cover letter as separate document attachments to jkohler@iocp.org by March 5, 2017. No phone inquiries please.

Interfaith Outreach is an Equal Opportunity Employer