**UNITED WAY OF THE MIDLANDS**

**POSITION DESCRIPTION**

**Last Revised: 7/24/2020**

**Position Title: Donor Services Assistant**

**Department: Accounting/Finance**

**Supervisor: Director of Donor Services**

**Position Status: Temporary/Seasonal - Hourly**

**Job Classification:** Non-Exempt

In compliance with the Fair Labor Standards Act, this position is classified as a non-exempt position and the employee is eligible for overtime. Some weekend and evening hours may be required.

**Position Summary**

Performs audit and entry of paper pledges and payments into donor management database. Assists with quality control, updating and matching donor records associated with electronic imports.

**Essential DUTIES & Responsibilities**

* Assists with preparing electronic files for import into donor management database.
* Enters paper pledge information into donor management database.
* Scans pledge information into document storage application.
* Audits campaign envelopes for cash/checks and prepares deposits.
* Distributes daily mail to staff from post office pickup and delivery by postal carrier.
* Other duties as assigned.

**Qualifications: Experience, knowledge, Skills & Abilities**

**Required Qualifications**

* High School graduate.
* Data-entry experience.
* Knowledge of Word, Excel and Outlook.

**Preferred Qualifications**

* Prior non-profit work experience.
* 2-3 years professional business experience.

**Additional Information**

N/A

Send resume to:

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Richy Phongsavath

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