

**UNITED WAY OF THE MIDLANDS**  
**POSITION DESCRIPTION**  
Last Revised: 8/9/2021

**Position Title:** Donor Services Assistant

**Department:** Accounting/Finance

**Supervisor:** Donor Services Manager

**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.
- 2-5 years professional business experience.
- Associates Degree or higher

Qualified applicants should apply at [applicant@uway.org](mailto:applicant@uway.org).