



Gift Processing and Administrative Assistant – Part-time

Big Brothers Big Sisters of the Greater Twin Cities (BBBS) is seeking qualified candidates for the position of Gift Processing and Administrative Assistant. This is a regular part-time position, 20 hours per week. The position offers pro-rated benefits including medical and dental insurance, 12 paid holidays, paid time off and a 403(b) retirement savings plan.

Primary Duties and Responsibilities:

The Gift Processing and Administrative Assistant will process contributions on a daily basis and provide administrative support to the Development Department.

- Complete accurate and timely processing of all incoming agency donations: send internal notification emails of incoming gifts; enter and update donor information in the Raiser's Edge database; enter, verify and commit gift data into Raiser's Edge using Batch function; Create, edit, print and mail all gift acknowledgment letters using the Raiser's Edge Mail functions and Microsoft Word Mail Merge; Complete weekly reconciliation with the Finance Department by pre-posting and sending gift data to the General Ledger for posting; maintain filing system of gift batch documents; run reports and mailing lists as needed.
- Provide administrative support to the Development Department: prepare, organize and file materials; perform errands and special projects as requested by supervisor; print complex documents and make copies as needed; draft, produce and/or mail correspondence, charts and documents.

Experience and Qualification Requirements:

Qualified candidates will have an Associate's degree at minimum (Baccalaureate degree preferred) and experience in related positions, preferably in non-profit fundraising. Experience with Raiser's Edge or other donor software is desirable.

Additional Information:

BBBS is an Affirmative Action/Equal Opportunity Employer.

Send resume and cover letter to:

Barbara Alfrey, Director of Human Resources & Volunteer Services

careers@bigstwincities.org