



Job Title: Operations Associate

Position: Part-Time/Hourly, 5-10 hours/week at \$18-\$20/hour (Shifts will be Monday- Friday during normal business hours.)

Report to: Operations Director

Primary Purpose: To assist the Operations Director in maintaining accurate data and reporting across systems while assisting in development efforts. Includes donation processing, record keeping, pulling reports, data management and more.

Role Description:

The Operations Associate provides support for the Operations Director (OD) by maintaining data integrity, producing custom and scheduled reports, and managing the donation/gift documentation process. They will work with the OD to ensure all systems are accurate, efficient and updated as necessary.

Position requires minimum of one shift in-office per week to process mail-in donations and to complete donor acknowledgements, other hours can be spent remotely as long as you are available to the team.

Responsibilities

- Develop and produce regularly scheduled reports and on-demand reports as requested
- Process and record all monetary donations into databases and make weekly bank deposits; ensure all gifts are acknowledged in accordance with policy
- When needed, serve as back up to OD in limited accounting needs including accounts receivable & accounts payable
- Assist OD with data analysis in support of program or development team efforts
- Ensure data integrity for all databases, including producing and analyzing appropriate reports, data management, and completing corrective actions as-needed.
- Management of online donation platform

Necessary Skills

- Experience with QuickBooks Online and Salesforce a plus.
- Initiative: Taking ownership of own work, doing what is needed without being asked, following through, and bringing new ideas or solutions to the team
- Data collection and management experience
- Attention to detail
- Confidentiality

Please submit resume and cover letter to info@karenwellingtonfoundation.org