



TITLE: Donor Services Associate

REPORTS TO: Chief Development Officer

POSITION DESCRIPTION: The Donor Services Associate will work closely with a collaborative and supportive team and will assist with administrative tasks using Donor Perfect and Quickbooks including data processing, report generation and data entry.

This is an hourly, part-time hybrid position; the Program Associate will work 2 days at Sharsheret's Teaneck, NJ office and on average between 15-25 hours a week. Onboarding process includes additional in-person training sessions.

RESPONSIBILITIES:

- Run reports from Donor Perfect and Quickbooks
- Enter ACH and wire transfers into Quickbooks
- Input daily cash, check and ACH donations into the CRM, develop and run daily transaction reports
- Download online donations into the CRM
- Maintain spreadsheet for outstanding pledges and collect payments
- Follow up with Donor Advised Funds and matching gift donations
- Communicate with donors
- Data entry
- Scan paper checks
- In-person support for 4-6 events per year

QUALIFICATIONS:

- Strong written and oral communications skills
- Ability to multitask in a fast-paced environment
- Proficient in Microsoft Office suite and QuickBooks preferred
- Passion for issues related to breast cancer, ovarian cancer, women's health, and the Jewish community desired

TO APPLY:

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. This is an hourly position, compensated at \$30/hour.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.

The Jewish Breast Cancer and Ovarian Cancer Community

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