

WMU FOUNDATION – JOB DESCRIPTION

JOB TITLE: Database Management Assistant

COMPANY: WMU Foundation

REPORTS TO: Office Manager

FLSA CLASSIFICATION: Nonexempt

REVISION DATE: February 28, 2017

TEAM ROLE:

To prepare gifts to be entered into the database system; enters gifts and generates acknowledgements; update database; assist donor information coordinator with general office functions.

KEY RESPONSIBILITIES:

- Prepares gifts to be entered into database by making copies, looking up donor information, and updating information in the database.
- Enters contributions (e.g., payroll deductions, donor gifts, electronic funds transfer, and credit card transactions) into an electronic database and post to funds/endowments as specified.
- Works with the WMU Foundation marketing director to identify and create new appeals, gift acknowledgement letters and inserts; and implements or enhance pages and processes related to online giving.
- Creates and mails gift acknowledgements (i.e., honorariums, memorials, tribute) as quickly as administratively possible with a goal of 72 hours from receipt of gift. Prepares personal acknowledgements as necessary.
- Communicate with donors to verify fund designations, gift information, and contribution information.
- Assist office manager and/or donor information coordinator with database maintenance, reports, and fund transfers.

ESSENTIAL FUNCTIONS:

- Attends work on a regular and predictable basis.
- Opens mail and completes assigned tasks in a safe manner and in a constant state of alertness.
- Provides oral and/or written status reports on projects as requested.
- Upholds WMU Foundation and national WMU company policies.
- Works in a cooperative manner with team leaders, co-workers, customers, and the public.

QUALIFICATIONS:

- High school diploma or equivalent.
- College course work in business or a related field, preferred.
- One to three years related work experience.
- Computer proficiency using database software, preferably DonorPerfect, and Microsoft Office applications.
- Strong office management skills with attention to details.
- Working knowledge of bookkeeping and/or accounts receivable, preferred.
- Excellent communication skills.

PHYSICAL REQUIREMENTS:

- Physical effort required to occasionally lift and carry objects weighing up to 25 pounds.
- Manual/finger dexterity in both hands to operate a keyboard.
- Average sensory abilities to see and hear or listen.
- Concentration or mental effort required for reading, writing, calculation, analysis, and visualization.
- Duties are performed in an office environment with uniform temperatures, normal air conditions, and normal noise levels.

NOTE:

The above information has been designed to indicate the incumbent's team role, key responsibilities, and essential functions to be performed. It is not designed to contain or be interpreted as a comprehensive inventory.