

**Data Entry Clerk**  
**Notre Dame Sisters/Notre Dame Housing, Inc.**  
**January, 2017**

**Position summary:**

The Data Entry Clerk (DEC) is responsible for accurate data base maintenance including donor information, creating reports and exporting information in the Donor Perfect record system. The DEC will process gifts including gift entry and receipts, and reconciling with the Finance Department. The DEC also serves as event support for the Notre Dame Sisters and for Notre Dame Housing events under supervision. The position will learn, support and assist the Memorial and Prayer Association staff member in generating appropriate cards, emails and other forms of recognition to donors and prospects who encounter significant events.

Approximate division of time:

- Data base maintenance: 25%
- Receipting and reporting: 33%
- Memorial and Prayer Association: 25%
- Special events support: 10%
- Other: 7%

**Qualifications:**

Bachelor's degree or equivalent; ability to establish and maintain effective relationships with donors and other constituents; ability to navigate database software, Excel, Word, PowerPoint; ability to work in teams; understanding in social media.

**Responsibilities Include (but not limited to):**

1. Reviews, updates and maintains accuracy of donor information in Donor Perfect.
2. Enters gifts into the database and generates thank you letters to donors in a timely fashion with envelopes and inserts; produces summary donation reports on a daily, weekly and monthly basis. Makes gift entries reports balance to finance office totals at least monthly.
3. Assists with fund raising events and their logistics annually: Celebration of Spirit dinner; Community Luncheon; Memorial Mass; Mother Qualberta Heritage Society social; Volunteer Appreciation event; Alumni reunion event.
4. Learns the Memorial and Prayer Association tasks and duties. Will begin to assume some of the tasks over the first year to support the MPA Leader.
5. Backs up the Advancement and Communications Coordinator on Social Media activities as requested.
6. Assists staff with tech support as possible.

**Relationships:**

\*Reports to the Advancement and Communications Coordinator.

\*Has positive working relationship with the Notre Dame Sisters and Notre Dame Housing, Inc. residents and staff, donors, vendors and volunteers.

**Please send all resumes to [sadams@notredamesisters.org](mailto:sadams@notredamesisters.org) or fax resumes to (402) 455-3974**