

# **Donations Assistant**

## **General Description:**

The Donations Assistant is responsible for receiving, reviewing, tracking and responding to requests for donations from schools and other non-profit organizations according to SDBG donation strategy

## **Duties:**

1. Receive and manually enter donation requests from all channels (telephone, emails, letters, etc.) into tracking spreadsheet.
2. Manually enter guest pass information for Development staff into second page in spreadsheet (new, renew, two passes or four passes).
3. Fulfill requests for donations.
4. Maintain up-to-date information on all requests and distributions in the designated Excel spreadsheet.

## **Specific Skills:**

1. Solid working knowledge of standard computer applications with emphasis on email and Excel spreadsheets
2. Excellent written and verbal communication
3. Detail oriented
4. Highly organized and able to meet deadlines

## **Time Required:**

*2 hours weekly/8 hours monthly.*