

Donor Services Assistant

Our Team is Our Strength

Do you desire to have a job you love, a workplace that appreciates their employees, and the opportunity to make a positive impact in your community while you work? If your answer is yes, we cannot wait to meet you!

The Community Foundation of Harrisonburg and Rockingham County (TCFHR) is seeking a skilled person with a passion for our mission to join our team as a Donor Services Assistant. This position will report directly to the Executive Director.

About our Foundation

TCFHR was founded in 1998 and is a 501(c)(3) nonprofit organization. TCFHR makes it easy for members of our community to give back to the place they call home. TCFHR works with individuals, families, businesses, and nonprofit organizations. TCFHR currently has over 300 funds with approximately \$83 million in assets of which \$47 million are endowed. A staff of five handles approximately \$10 million in gifts and grants annually.

This is a part-time, hourly position.

Our Compensation and Benefits Show How Much We Value Our Team

- Hourly Pay Rate \$20 - \$25/hour, commensurate with experience.
- Flexible work schedule, depending upon workflow, estimated 20-28 hours/week
- Retirement plan with 3% employer match
- Generous Paid Time Off (PTO) Policy

Specific Responsibilities:

- Greet visitors to the office, answer main office phone and route calls to appropriate staff.
- Data entry including donations, grants, and accounts payable.
- Database maintenance including donor portal training for fund advisors, new profiles and communicating database updates from software provider.
- Print gift acknowledgements and tax receipts.
- Email communication with grants committee regarding large grants and new nonprofits in the database.
- Conference room scheduling.
- General office duties.
- Assist Executive Director with other projects as needed.

Qualifications:

- Minimum five-years' experience in administrative roles and customer service
- Ability to work in a changing environment as a team player
- Demonstrated administrative efficiency and effectiveness
- Strong computer skills—word processing, database and spreadsheets
- Detail oriented and the ability to work independently

The Community Foundation of Harrisonburg and Rockingham County is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.

Send resume to revlan@tcfhr.org

Position open until filled.