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**YOSEMITE CONSERVANCY**  
**JOB DESCRIPTION**

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**TITLE:** DEVELOPMENT DATA ENTRY & ADMINISTRATIVE ASSISTANT  
**SUPERVISOR:** Director of Data Services  
**TYPE OF POSITION:** Regular, Full Time, Non-Exempt  
**LOCATION:** San Francisco, CA

**SUMMARY OF POSITION:**

Working as part of the development team, the Development Data Entry & Administrative Assistant participates in selected development activities with emphasis on data entry and gift processing for sophisticated fundraising programs.

**JOB DUTIES AND RESPONSIBILITIES:**

**Data Services (60%)**

- Enter gift and donor data into sophisticated donor database – currently The Raiser’s Edge – in a timely, accurate manner.
- Review and edit gift batches for proper coding including gifts and event payments received via direct mail, credit card, bank deposit and telemarketing, and submit completed batches to the Data Services Assistant and Analyst.
- Deposit gifts received in-house that require special handling, including memorial gifts.
- Work with Donor Services Assistant to update recurring monthly gifts as needed.
- Process matching gift pledges and payments received in-house.
- Support Data Services Analyst to ensure data services work is completed each week.
- Complete tasks associated with maintaining the accuracy of donor data.
- Import donor data provided from Conservancy’s El Portal / Yosemite office into Raiser’s Edge.
- Provide backup support for data processes, report generation and preparation and submission of weekly file for acknowledgement letters.
- Provide backup support for Sequoia Society monthly donor updates, cancellations, terminations, correspondence and monthly processing as needed.
- Scan documents and file electronically as needed.
- Aid with special project work in The Raiser’s Edge database and complete other duties as assigned.

**Development Department Support (40%)**

- Prepare letters for and assist with the cultivation of Legacy Society members.
- Provide primary out of office coverage for all incoming phone, email, and walk-in contact to the San Francisco office.
- Prepare weekly welcome packets for new leadership-level (“John Muir Heritage Society”) donors.
- Support fundraisers by preparing and mailings to donors upon fundraiser request.
- As time allows, provide support to the Direct Mail program by helping manage responses to specific mail campaigns.

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**YOSEMITE CONSERVANCY****JOB DESCRIPTION – Development Data Entry & Administrative Assistant (continued)**

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**QUALIFICATIONS:****Education and Experience:**

- High school diploma and some college (preferred)
- Knowledge of The Raiser’s Edge preferred
- Experience with Microsoft Office products in a PC (Office 365) environment

**Knowledge, Skills and Abilities:**

- Commitment to the mission, values, goals, and success of Yosemite Conservancy
- Good communication skills with the ability to communicate with an engaging style accurately through letters, email, on the phone and in person
- Ability to work with donor information, records, and communications with exceptional accuracy and confidentiality
- Strong computer and typing skills including knowledge of Microsoft Word and Excel with sufficient speed and accuracy
- Ability to identify exceptions within standardized work and bring them to the attention of others
- Ability to use existing technology to achieve desired results
- Attention to detail and deadlines, well-organized, and ability to multi-task
- Ability to establish rapport with a variety of individuals in the confines of a small office
- Commitment to conservation and outdoor interests preferred, especially Yosemite

**Physical Requirements and Work Environment:**

- Regularly sits at desk or computer workstation
- Frequently moves about the office to collaborate with colleagues
- Able to lift up to 30 pounds when necessary
- Overtime may be required to ensure timely processing of year-end gifts
- Will be required to work regular business days during December and January
- This position is located in San Francisco with infrequent business travel to Yosemite

**Acknowledgement:**

*I have read, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job and it does not, nor is it intended to, outline all of the specifics of the responsibilities which I will be expected to perform.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_