



# Career Opportunity



## Advancement Data Specialist (*Gift Processing Specialist*)

The Advancement Data Specialist is responsible for the day-to-day data entry, gift processing, acknowledgments, and record maintenance. This role supports the growing demands of increased giving, particularly as the Advancement department continues to expand.

### Compensation:

- ◆ \$60,000—\$65,000 (Based on relevant years of experience)
- ◆ Robust benefit package, generous PTO, matching retirement

### Job Requirements:

- ◆ Bachelors degree or commensurate experience.
- ◆ Two (2) years' experience in a non-profit, accounting, or data focused setting.
- ◆ Two (2) years' experience with Virtuous, Raiser's Edge, or a similar relational database preferred.
- ◆ Experience in data entry, gift processing and receiving preferred.

### Work Conditions:

- ◆ Environment: Office
- ◆ Range of Schedule: M – F, 8:00 am-5:00 pm
- ◆ Travel: Occasional, Local

### Knowledge, Skills and Abilities:

- ◆ Knowledge of basic accounting concepts.
- ◆ Excellent computer skills with proficiency in Microsoft Word and Excel.
- ◆ Excellent organizational skills and ability to multi-task with uncompromising attention to detail.
- ◆ Ability to maintain confidentiality and sensitivity relating to donor philanthropy.
- ◆ Ability to interact with a diverse client base with culture sensitivity.
- ◆ Commitment to professionalism, effective communication in all interactions, and fostering a positive and collaborative work environment.

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to apply



## Our Benefits

DePelchin encourages wellness and promotes preventive care, by offering benefits and resources to help its employees lead healthy, balanced lives. Our benefit package includes:

- ◆ Medical, dental and vision plans for employee and eligible dependents
- ◆ 403 (b) retirement plan with match
- ◆ Generous Paid Time Off plan (PTO)
- ◆ Family Medical Leave (FML)
- ◆ Paid Life Insurance
- ◆ Tuition Reimbursement Program
- ◆ And much more!