



# Berkeley Humane

**Position Title:** Data Entry/Operations Specialist

**Department:** Development

**Reports to:** Director of Development & Communications

**FLSA Status:** Non-Exempt

**Location:** Berkeley Humane

**Classification:** Part-Time

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**SCHEDULE:** 20 Hours per week. The standard work week for this position is Monday through Friday and requires working onsite a minimum of three days a week or more, to be determined by your supervisor and which may be flexible or vary as needed.

## **SUMMARY:**

Reporting to the Director of Development & Communications, the Data Entry/Development Operations Specialist will play a vital role in helping to increase Berkeley Humane's donation income and steward existing donors. Primary responsibilities include processing donations, maintaining current and prospective donor databases; improving systems and processes; generating user-friendly reports to track and communicate progress; overseeing gift tracking and processing; and supporting the Prospect Research & Dev. Operations Analyst.

This job description reflects the assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

## **DUTIES & RESPONSIBILITIES:**

- Support the Development Department with the processing of donations.
- Review and input gift entry information into DonorPerfect and other databases such as MailChimp.
- Responsible for the efficient input of large amounts of pertinent data into the donor database with a high level of attention to detail.
- Produce acknowledgment letters and reports, assist with the mailings and other donor correspondence as needed.
- Serve as secondary point-of-contact for donor record updates and gift processing.
- Create custom and standard queries, exports, financial reports, giving and pledge statements.
- Coordinate import of data from other electronic systems including databases such as ShelterBuddy, Volgistics, and AVIMark.
- Ensure all projects are completed appropriately and in a timely manner.
- Provide general administrative and customer service work for the department.
- Other duties as assigned.

**EXPERIENCE**

- Preferred experience with database development and maintenance. Donor Perfect preferred or similar database experience.
- Proficient in Microsoft Office Suite.

**QUALIFICATIONS:**

- Ability to work up to 20 hours per week during business hours (9:00 am– 5:00 pm).
- The individual must be able to handle each task above satisfactorily.
- Extremely detail-oriented and high level of accuracy.
- Good communication skills, verbal and written.
- Excellent organizational, time and project management skills.
- Reliability and conscientiousness.
- Ability to handle confidential information with discretion.
- Self-starter with ability to work independently as well as with staff and volunteers.
- Ability to exercise good judgment, maturity and professionalism at all times.
- Ability to work with animals in the workplace.
- Commitment to the mission and values of Berkeley Humane.

**Berkeley Humane is an Equal Opportunity Employer**

Berkeley Humane is committed to cultivating and preserving a culture of inclusion and connectedness. We grow and learn better together with a diverse team of volunteers and staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our volunteers and staff invest in their work represents not only part of our culture, but our reputation and Berkeley Humane's achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation, and beliefs.