



JOB DESCRIPTION

TITLE: Data Entry Associate

DATE: Jan 2024

DEPARTMENT: Data Operations

SUPERVISOR: Controller

FLSA Classification: Non-exempt

SUMMARY: This position is responsible for **data and gift entry and providing administrative support in the maintenance of the Marine Corps Scholarship Foundation's donor database.** For over 60 years, the Marine Corps Scholarship Foundation has been Honoring Marines by Educating their Children, providing higher education scholarships to 2,600 children of Marines annually across all 50 US states and 27 overseas territories. As we embark on an ambitious strategic plan to grow the Foundation, we are expanding and maturing our business operations, and are seeking a passionate, creative, resourceful systems thinker to help manage and improve processes and tools, increase the effectiveness of operations, and eliminate inefficiency, providing us the ability to scale and meet the goals of the organization. We expect this role to grow as the organization grows in volume and complexity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Gift Processing and Record Maintenance

- Accurately input and process credit card transactions, direct mail contributions, and recurring gifts in accordance with designated timelines.
- Evaluate, sort, and total daily credit card donations. Create daily gift batches, including coding of revenues, and distribute daily notification email to Foundation staff for gift tracking.
- Ensure timely and accurate mailing of tax receipts in compliance with audit standards.
- Support external inquiries related to gifts and follow up with investors to resolve issues associated with their giving.
- Produce and process reports pertaining to the gift data entry process.
- Run queries and software to ensure data maintenance and integrity, and work to maintain data hygiene.
- Provide database support to departments across the organization, including data imports and query requests.
- Reconcile online giving with digital marketing software.
- Create tracking systems to manage direct mail appeals and packages.

- Add new constituent records to the database, analyze available information, and populate all appropriate data fields.
- Work with Development Department to reconcile end-of-month proposal close out.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree required
- A minimum of 1 to 2 years of experience in Blackbaud technology applications, particularly The Raiser's Edge, Raiser's Edge NXT, Financial Edge, Online Express, Luminate
- Non-profit experience preferred

REQUIRED SKILLS AND ABILITIES

- Must possess a passion for the Marine Corps Scholarship Foundation
- Working knowledge of database systems and familiarity with Blackbaud database software
- Ability to accurately process gifts, manage data, and generate reports; analyze data for appropriate posting; and learn complex data entry codes
- Strong verbal and written communications skills
- Extremely detail oriented with strong organizational skills
- Team oriented and able to interact with others while using tact, patience, courtesy, and respect
- Self-starter, self-motivated, and works well under pressure
- Skilled at working on multiple tasks at one time with interruptions

WORKING CONDITIONS

- Working conditions are normal for a fast-paced office environment
- Requires working in front of a computer for extended periods of time
- Hybrid remote/in-office after initial in-person training