



Job Description

Finance and Fundraising Specialist

Overview:

The Finance and Fundraising Specialist provides direct support to the administrative team by maintaining the ResultsPlus donor database, assisting with Human Resource functions, and assisting with the organization of volunteer paperwork. This position reports to the Director of Finance and Human Resources.

Essential Duties:

Results Plus (RP) Database Maintenance

- Processes monetary and in-kind donations received which requires looking up donor in RP to get folder number, check address information.
- Create thank you letters and e-mails to acknowledge donations
- Update address, telephone, e-mail, and affiliations information
- Enters obituaries into Results and address changes from newsletter returns
- Obtains listing of new city government officials and makes necessary changes

Human Resources & Financial Support

- Assists in the organization and preparation of all Human Resources paperwork
- Serves as the backup for biweekly payroll procedures
- Reconciles bank accounts monthly
- Cross trained to provide assistance in Accounts payable
- Updates organizational inventory

Volunteer Database & Paperwork

- Maintains volunteer files
- Periodically e-mails or calls volunteers to remind them to schedule an orientation, complete fingerprinting requirement, check volunteer status, and solicit for updated on-call hours.
- Prepares monthly 508 report for DCFS to report new and past volunteers.

General Office Duties

- Answers incoming telephone calls
- Greets visitors to the office
- Electronically files scanned copies of donations
- Maintains cleanliness of administrative area and conference room
- Ensures files remain organized

Crisis Nursery Building

- Has a working knowledge of the telephone system, heating and air conditioning, security and fire alarm systems, and is able to coordinate any repairs/maintenance necessary.
- Troubleshoots issues with computers, server, copier, and fax
- Works with staff to ensure that storage room is purged, organized and overflow taken to appropriate community agencies

Additional Responsibilities

- Works closely with Executive Director to perform work related to the Board, i.e. meeting schedules, coordination, preparation and distribution of board and committee packets, handbooks, bylaws and files.
- Takes minutes at Finance meetings
- Participates in annual fundraising events, providing registration and administrative support.
- Serves as a representative of Crisis Nursery.

Qualifications:

Experience

- Bachelor's preferred

Knowledge

- Working knowledge of clerical procedures and office operation
- Proficient in all Microsoft Office programs (Word, Excel, Outlook), data entry and general computer operations
- Ability to function as a team member

Skills

- Good organizational skills and time management
- Clear, effective and efficient communication skills
- Need for accuracy, attention to details and confidentiality
- Ability to relate variety of people, including volunteers, board, and community members