



## **Data & Donor Support Assistant (Seasonal)**

**Classification:** Part-Time Non- Exempt     **Reports to:** Director, Birdies for Charity

The Data & Donor Support Assistant provides essential administrative support during the program's busiest season by ensuring contributions are accurately applied and providing responsive support to our network of nearly 500 charities. This part-time, temporary role focuses on data integrity, donor correspondence, and charity assistance, and is ideal for individuals seeking seasonal employment or an internship to gain experience in nonprofit operations and donor relations.

### **Key Responsibilities:**

- Accurately process and apply donor contributions to designated charities in accordance with donor intent.
- Maintain and update donor records in database, ensuring accuracy and confidentiality.
- Prepare and send donor acknowledgments, thank-you letters, and other correspondence.
- Respond to inquiries from donors and charities via email or phone, providing clear and timely assistance.
- Generate reports and assist with donation reconciliation as needed.
- Support charities with contribution-related questions and troubleshooting during peak season.
- Collaborate with the development and operations teams to ensure smooth workflows.

### **Qualifications:**

- Strong attention to detail and commitment to accuracy.
- Proficiency in Microsoft Office Suite
- Excellent communication skills (written and verbal).
- Ability to manage multiple priorities in a fast-paced environment.
- Prior experience in data entry, customer service, or nonprofit administration is a plus.

### **Schedule & Compensation:**

- Part-time, seasonal (May–July), approximately 15–20 hours per week, \$17/hour
- Flexible schedule within standard business hours to accommodate work-life balance.
- Potential for recurring seasonal employment in future years.

### **To Apply:**

Please send a resume and cover letter to [micaelab@jdclassic.com](mailto:micaelab@jdclassic.com). Please indicate "Donor & Charity Support Assistant" in the subject line. We encourage interested candidates to apply as soon as possible. A review of applications will begin immediately and will continue until the position is filled. All applications will be kept confidential.