



## **Development Database Assistant (Part-Time)**

### **Position Description**

The Norwalk Community College Foundation, Inc. (NCCF) is a 501(c) (3) corporation that supports and raises funds for the benefit of Norwalk Community College (NCC), its students, faculty and programs, to further the educational purposes of NCC. The Development Database Assistant, with exceptional administrative, database, organizational and computer skills, maintains and organizes all Raiser's Edge database functions, Constant Contact lists and development data. Working 20-25 hours per week, the Development Database Assistant plays a key role in keeping our development team's operations efficient and effective and supporting the overall development and fundraising operations of the Foundation.

#### **Duties and Responsibilities:**

##### Database Administrator

- Provide data management and general database support for all donor records of the Foundation under the direction of the Chief Development Officer.
- Assume operational and administrative responsibility for the maintenance of the donor management database (Raiser's Edge NXT), including gift entry and acknowledgement; printing and mailing thank you letters, generating segmented mailing lists; querying; assisting with annual appeals in the fall and spring and other donor mailings
- Ensure accurate recordkeeping in Teams, Raiser's Edge and Constant Contact
- Record minutes from the Development Committee meetings and prepare for approval by Chief Development Officer

#### **Knowledge – Skills & Abilities**

- Proficient in Blackbaud's Raiser's Edge NXT, PC applications, including word processing, database, spreadsheet and all Microsoft Office Suite products including Teams, Outlook 365, Excel, PowerPoint, Adobe and Word.
- Self-starter that demonstrates initiative and ability to prioritize time management, enjoys improving processes, can anticipate the needs of our development team, and can gracefully change direction when circumstances warrant.
- Minimum 3 years of experience in fundraising or administrative work is strongly preferred. The position requires attention to detail, an ability to work both independently and as part of a team and will be located at the Norwalk Community College Foundation campus.

**This position pays between \$28-32 per hour depending on experience. Qualified candidates may email both a cover letter and resume to: [lorem@norwalk.edu](mailto:lorem@norwalk.edu).**