



Job Title: Office and Gift Processing Assistant
Reports To: Office Manager
Status: Non-Exempt, Full-Time
Updated: January 2024

Position Purpose

The Office/Gift Processing Assistant is responsible for managing efficient and accurate gift processing records and procedures, ensuring effective use of information systems and technology specific to donor and volunteer information, providing a wide range of confidential administrative support services to the Nebraska Community Foundation team and assisting in maintaining an efficient office.

Examples of Specific Duties and Responsibilities

- Receptionist duties including answering phones, routing calls and messages, giving out general information and greeting visitors. Sign for and distribute incoming packages, prepare, and coordinate pickup of outgoing packages
- Produce and reproduce spreadsheets, letters, memos, minutes and agendas from straight copy, rough draft, or oral instructions
- Create forms and other document templates
- Produce, reproduce, and assemble multiple copy reference kits
- Maintain accurate office hard copy and electronic filing and record keeping systems; file hard copy documents, enter electronic data and retrieve hard copy an electronic data
- Complete outgoing mailings such as monthly and quarterly fund statements and weekly outgoing checks
- Perform scholarship selection committee administrative duties
- Provide administrative support to team members, including remote staff
- Administrative backup to the Office Manager
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Record and process gifts (to include non-cash gifts and pledges) and non-gifts
- Generate gift receipts and acknowledgements
- Document donor and volunteer information in donor database system
- Assist the Database Specialist in maintaining the integrity of the database system by participating in data maintenance projects, identifying issues and accurately updating day-to-day records
- Assist with online fund statement access portal administration
- Other duties as assigned

Education, Skills and/or Experience

- High school diploma or equivalent is required
- Minimum of two to four years related office experience
- Knowledge of administrative and clerical procedures and systems such as filing, record management, forms, and other office equipment and procedures

- Active listener
- Ability to build and maintain trusting relationships
- Be organized and exhibit follow-through on goals and tasks
- Have a problem-solving mindset
- Exceptional computer skills including Adobe Acrobat, Microsoft Word, Excel, PowerPoint and Outlook
- Understanding of Raiser's Edge preferred

Other

- This position requires occasional travel throughout the State
- Excellent attendance and timeliness are required
- Valid driver's license and reliable transportation

This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.