

Organization and Department: Christian City, Inc. - Fund Development

Position: Data Entry and Donor Prospect Internship

Reports to: Brian Teague, Database Administrator

Salary: \$100/week

Hours: 10-12/week for 14-15 weeks. Schedule will coordinate with Development intern, using shared desk and computer.

Updated: September 20, 2016

The Children's Village at Christian City is dependent on philanthropy to provide housing, care and education to children of need coming to us. To support these needs, Christian City raises \$3.5 million annually through a variety of fundraising activities, including special events, individual gifts, church gifts, and foundation grants. Christian City plans to grow its fundraising program by strengthening the integrity of its data.

The Data Entry and Donor Prospect Intern, under supervision of the Database Administrator, will impact the long term and high level functionality of Christian City's Raiser's Edge database by completing the tasks outlined below. In addition to these tasks, additional learning opportunities are outlined in the "Learning Objectives" section below.

Essential Tasks

- Raiser's Edge data creation, maintenance, and cleanup, including: gift in kind entry, constituent record creation, constituency code cleanup, event participant coding, merging of duplicate constituents, table cleanup, and mailing address cleanup.
- Assists in the online research and data gathering of donor prospects that are then entered into Raiser's Edge.
- Assists with merging, printing, and mailing all donor acknowledgment letters and any special receipts on a weekly basis.
- Assists with the creation and mailing of year-end tax letters and statements.
- Assists with Christian City events when needed.
- Assists in dealing with customer "walk-ins" and telephone overflow.

Learning Objectives

- Become familiar with Blackbaud and The Raiser's Edge software.
- Observe and participate in the operations of a nonprofit fundraising program.
- Learn how a non-profit uses data to increase fund raising.

Essential Administrative Functions

- Attends and participates in continuing educational programs provided.
- Honor patient/residents right to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints.

- Reports job related functions/tasks that involve occupational hazards including exposure to blood and bodily fluids and others as necessary.
- Follows established safety regulations, to include fire protection and prevention, smoking regulations, infection control, etc.
- Follows established safety procedures when performing tasks and/or working with equipment.
- Performs other related duties as necessary and as directed by supervisor.

Essential Core Competencies

- Accuracy and attentional to detail.
- Must maintain timely, regular attendance. Be punctual.
- Ability to complete multiple ongoing tasks at once.
- Possesses a professional appearance.
- Ability to handle and protect sensitive, confidential information.

Training, Skills, and Experience Required

- High proficiency in computer work, with experience in Microsoft Office.
- Basic accounting experience preferred.
- Must have a valid Georgia drivers' license and a good driving records.
- Must possess a strong command of the English language in all aspects of written and oral communication, including grammar, punctuation, and spelling.
- Must possess the ability to communicate effectively.
- Must be very accurate and detail oriented.

Interested candidates should submit a resume and cover letter specifying experience and skill sets related to the position responsibilities along with desired educational outcomes to:

Brian Teague

Donor Database Administrator

Christian City, Inc.

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www.christiancity.org