



Position: Donor Database Assistant

Christian City offers life-changing hope to children and seniors alike, all on an idyllic 500-acre campus south of Atlanta's Hartsfield-Jackson International Airport. Children who have been victims of abuse, crime and poverty are provided the support they need in a safe and loving home environment. Seniors enjoy a vibrant community with a full continuum of residential and support services, including independent living, subsidized apartments, skilled nursing, rehabilitation services, an Alzheimer's residence, onsite pharmacy and hospice care.

We are seeking a part-time Donor Database Assistant (DDA) to join our growing fundraising team. Reporting to the Donor Database Administrator, the DDA is responsible for daily entry of gifts, preparation of bank deposits, and generation of acknowledgement letters. In addition the DDA will maintain updated data and contact information in the database, call donors to receive updated charge card information, assist with periodic cleanup projects, and assist with maintenance of physical and electronic files.

Qualifications

- Two years of experience working in an office setting.
- High attention to detail.
- Ability to work under pressure, meet deadlines, and deliver large quantities of work without errors.
- Excellent written communication skills.
- Strong computer skills, in Microsoft Office suite and donor database software, Raiser's Edge preferred.

How to Apply

Submit a resume and cover letter to Llandrum@christian-city.org.