

The Alzheimer's Association is a national voluntary health organization dedicated to assisting people with dementia and their families, raising public awareness, research, and public advocacy. The California Southland Chapter is the largest chapter nationwide and is recognized for its rapid growth and innovative programs.

Position Title: Development Assistant
Los Angeles Office
Part-time position, 25 hours/week

General Summary:

Performs varied clerical and administrative tasks to facilitate smooth operations in the Development Department.

Responsibilities

- ◆ Performs accurate data processing for all donations to the Chapter; generates correct acknowledgment letters, tax receipts and related correspondence as needed
- ◆ Ensures information housed in the database system is reliable; proofreads output to ensure accuracy; Organizes and maintains department files and records pertaining to all contributions
- ◆ Assures compliance with Alzheimer's Association policies, procedures and standards applicable to gift processing
- ◆ Interacts professionally with national and chapter staff, donors and the public on issues related to gift processing, acknowledgements and data records
- ◆ Performs backup telephone assistance
- ◆ Provides additional administrative support to co-workers as assigned
- ◆ Respects and ensures the confidentiality of gift records and donor files
- ◆ Others duties as assigned

Qualifications/Experience Required:

- ◆ Two years college, preferably with a major in a related field
- ◆ 1-2 years experience in a nonprofit environment
- ◆ 2 years experience working with relational databases (Team Approach, Raiser's Edge or similar preferred)
- ◆ Demonstrated success working in an office environment
- ◆ Basic knowledge of data entry practices
- ◆ High level of integrity and initiative
- ◆ Competency in the use of in-house software (Team Approach, MS Word, Excel, Outlook)
- ◆ Available to work occasional evenings and weekends
- ◆ California driver license, proof of automobile insurance, reliable transportation
- ◆ Successful background investigation

Send resume and cover letter to: Alzheimer's Association
Attn: Human Resources – DA/LA
5900 Wilshire Blvd., Ste. 1100
Los Angeles, CA 90036
Email: alzlajob@sbcglobal.net (Word attachments only)
No Telephone Calls