



Alzheimer's Association Greater KY and Southern IN Chapter

Position Opening Announcement

Posting Date: 10/28/09

Job Title: Donor Services Associate

Location: 6100 Dutchmans Parkway
Kaden Tower 4Th Floor
Louisville, KY 40205

Employee Type: Part Time Non-Exempt

Travel: None

Education Requirements:

Associate's degree and/or equivalent level of knowledge required

Experience Requirements: At least 2 years

Base Pay: \$10.00 to \$12.00 per hour

Closing Date: Until Filled

Description

- § Experience with the Raiser's Edge donor database software and Crystal Reports, highly preferred
- § Proficiency with Microsoft Office applications required (Word, Excel, Outlook)
- § Ability to organize and manage work efficiently and consistently
- § Able to support time-sensitive functions, maintain a flexible schedule
- § Ability to communicate effectively in person and on phone
- § Ability to analyze information and exercise good judgment
- § High levels of confidentiality, integrity and initiative
- § Ability to work in close proximity to co-workers in an open environment
- § Ability to operate designated office equipment

Principal Responsibilities:

- § Adhere to the policies and procedures for the entry of constituents and gifts into the Raiser's Edge
- § Maintain the Raiser's Edge donor database with accurate information
- § Assist with Raiser's Edge Query, Reports, Export, Mail and Events
- § Assist with Auction Maestro Pro databases for special events
- § Assist the Development staff as needed as it relates to all fundraising efforts
- § Implements and maintains organized inventory, storage and re-order system regarding development department materials, including brochures, sponsor packets, etc. Maintains adequate and up-to-date supply of all assigned materials to serve all development needs throughout the Chapter.
- § Implements and maintains organized inventory, storage and annual ordering system for memory walk supplies, including but not limited to shirts, posters, brochures, signage, banners, etc.
- § Organizes and maintains development suite, including but not limited to supplies, brochures, resources, volunteer work spaces.
- § Completes a variety of office duties, including copying, collating, mailing, filing, etc. as necessary to assist all development staff.
- § Is fully trained on use of Association phone system, so as to assist Association in times of need.
- § Assures compliance with all Association policies, procedures, standards and applicable regulatory requirements
- § Other duties as assigned by the Donor Services Manager or V.P. for Development

This job profile in no way states or implies that these are the only duties to be performed by the job holder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary

The Way We Work

The Greater Kentucky and Southern Indiana Chapter of the Alzheimer's Association is committed to maintaining a working environment free from discrimination and harassment. The association prohibits any conduct that is discriminatory or harassing in nature or that adversely affects an employee's terms or condition of employment because of his or her race, color, religion, age, gender, national origin, sexual orientation, citizenship, or disability status as a veteran.

Our Equal Opportunity policy applies to hiring, training, promotions, salary administration, job assignment, benefits, discipline, termination, and all other aspects of the job.

Contact Information

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**Please submit resumes by email, mail or fax, NO PHONE CALLS
ACCEPTED.**