



Idaho Humane Society Job Description

Development Assistant

The Idaho Humane Society is a community-supported, open-door facility that provides shelter, medical care, adoption services, humane law enforcement services and much more to over 40,000 animals annually. Since its incorporation in 1945, the Idaho Humane Society has become one of the most recognized and beloved nonprofit organizations in the community.

Department:	Development
Classification:	Regular, part-time, non-exempt
Job Relationships:	Supervised by Development Associate
Salary:	\$12/hour
Benefits:	Retirement plan, vision insurance and other supplemental insurances available. All employees receive discounts on veterinary care and retail store pet supplies, as well as veterinary care credit and one free adoption annually.

Position Summary:

The Development Assistant is responsible for entering data from various sources into the company computer system for processing acknowledgments and building accurate records in the CRM database. This role will support the administrative needs of the development department.

Duties and Responsibilities

- Input data and ensure data integrity through accurate data entry into CRM database
- Manage gift acknowledgment process and produce donor letters on a weekly basis
- Create and manage spreadsheets with large number of figures
- Perform database maintenance, updating account information, reviewing, and on-going clean-up projects to improve data integrity and database performance
- Sort, organize, and store paperwork to ensure data preservation
- Assist with general clerical support for the department as assigned
- Maintain donor confidentiality
- Work closely with supervisor on processes and assignments
- Respond to phone calls and email correspondences

Qualifications

- Required:
 - Ability to concentrate for lengthy periods and perform data entry accurately
 - Strong keyboarding and data entry skills with demonstrated ability to handle high-volume tasks with accuracy
 - Excellent verbal, written and customer service skills
 - Computer proficient with an emphasis in Microsoft Excel and Word documents
 - Excellent time management and organizational skills
 - Attention to detail with ability to think analytically and critically
 - Positive and collaborative attitude with ability to communicate effectively
 - Sincere interest in IHS mission and vision
- Desired:
 - Prior experience in an administrative position, preferably for a not-for-profit
 - Experience using donor database software/CRM

Working Conditions

- Indoors in air-conditioned/heated office, limited exposure to outdoors
- Regular hours are during the weekday; some evening and weekend hours may be required, especially when the Idaho Humane Society hosts special events
- Limited exposure to animals

Mental, Physical and Communications Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires working alone or with minimal supervision. Must be self-motivated.
- Requires patience and tact when working with difficult, emotional or angry people.
- Requires speaking and writing effectively and clearly in a professional manner.
- Requires treating people and animals in a pleasant, courteous and professional manner.
- Requires ability to work in a team environment.
- Requires ability to sit at a desk for long periods of time.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

Idaho Humane Society is an Equal Opportunity Employer