

## Data Entry Specialist Position Description

### **Mission and Purpose**

Contribute and further MOCA's mission:

- To create an awareness regarding early warning signs that may be indicative of ovarian cancer.
- To create and promote resources for support, networking, and education for women diagnosed with ovarian cancer and their families.
- To unite and educate individuals, the medical community, and organizations to achieve earlier diagnosis, better treatment and a cure for ovarian cancer.
- To advance ovarian cancer research toward earlier diagnosis, better treatment and a cure.

### **Key Responsibilities:**

#### **Data Entry**

- Responsible for accurate and timely donor appreciation and acknowledgement correspondence
- Perform data entry in Luminate Online, Team Raiser, and RE NXT database software
  - Key survivor data, new constituents, and donor contributions
  - Update constituent info (new mailing address, email, DNC, etc.)
- Update letter templates in the database as they are developed
- Generate mapping system in Import-O-Matic to import outside data into Raiser's Edge
- Create and maintain database queries for mail, data cleanup and email lists in all database software
- Import gifts and registrations into Raiser's Edge as needed
- Follow up with members on gift and registration issues
- Audit and correct data entry issues
- Collaborate with the Operations Manager and document new database procedures
- Assist the Operations and Membership Manager as needed

#### **Admin**

- Monitor the MOCA Store report of purchased items and send merchandise to customers
- Upload event pictures to the internet
- Assist with website updates as needed
- Provide support to staff members on department projects (copy, fax, file, etc.)
- Assist individuals with organizational/database questions when they call or come into the office
- Bi weekly supply inventory
- Other duties as assigned

#### **Qualifications**

- Previous data entry experience
- 50 wpm typing ability
- Experience working in an office or non-profit environment
- Previous responsibility for database gift entry and acknowledgements
- Previous experience with Raiser's Edge, Luminate Online, Team Raiser, Classy, QGiv or Import-o-matic highly preferred
- Experience with Word and Excel
- Positive, cooperative and team oriented
- Accurate, detail oriented and responsible
- Ability to prioritize and complete assigned projects on time
- Occasional night or weekend hours

#### **Additional position information:**

- Position reports directly to the Operations and Membership Manager.
- This position is part-time, for 20 hours per week. There is some flexibility with regard to hours worked.
- Position is classified as regular, non-exempt Please provide salary requirements with resume.

Please email resumes to Constance White at [cwhite@mnovarian.org](mailto:cwhite@mnovarian.org)