Title: Data Entry Specialist

Position Summary: The North Country Trail Association seeks a Data Entry Specialist. This position includes inputting, maintaining, and retrieving data using the Blackbaud Raiser’s Edge software, ensuring that information is collected and stored in an accurate and efficient manner. This position has responsibility for entering all donations and memberships along with volunteer hours, Hike 100 registrations, event attendance and other data points needed.

Duties include general clerical, database management, light accounting procedures, event/project coordination, and project-based work/reporting. This position must be able to meet deadlines and is adherent to confidentiality regulations.

Reports to: Database Administrator
Location: Lowell, MI with remote working during 2020
Hours: Part-time, established work week schedule (3-4 days a week) with flexibility of hours within those days. Peak hours during fundraising appeals.
Hourly Rate: $16

Specific Duties:

- Maintain organizational data in the database with consistency and attention to detail for all entries.
- Manage all data entry, gift recording, acknowledgments, gift reporting and regular data hygiene.
- Assigns fundraisers within Raiser’s Edge in accordance with the organization stewardship guidelines.
- Prepares Batches for deposit.
- Adheres to NCTA filing management best practices. Responsible for follow-up contact with donors and members with credit card failure in order to update payment.
- Alerts Director of Development and Communications and other appropriate staff to new or increased donor gifts in accordance with the NCTA Thank You Matrix.
● Works with Database Administrator and Director of Development and Communications to support reporting requirements.
● Other duties as assigned

**Physical requirements**
• Ability to perform repetitive tasks with wrists, hands and fingers
• Must be able to hear and verbally communicate
• Required to have visual acuity to determine the accuracy, neatness and thoroughness of the work
• Ability to type and enter data in a repetitive manner

**Skills and Qualifications**
• Experience working in donor management and fundraising software required.
• Previous experience working in the nonprofit sector as a volunteer or staff member preferred.
• Ability to effectively interact with a diverse population of adult volunteers
• Excellent organizational skills
• Ability to work in a fast paced, ever changing work environment
• Previous Possesses skills in project and time management
• Must be well versed in computer programs (Google Office Suite required)
• Ability to successfully independently as well as collaboratively.
• Must possess an understanding of fund development, stewardship and community outreach.

About NCTA: The North Country Trail Association is a non-profit organization with the mission to build, maintain, protect and promote the North Country National Scenic Trail. NCTA serves its membership and mission through funding projects, promoting trail use, legislative advocacy and providing expertise and information to trail users and advocates. NCTA’s office is the administrative hub for the Association’s efforts, as well as doubling as a storefront retail outlet. Every NCTA staff member is an ambassador for the Trail, the Association, and for healthy outdoor recreation and conservation and management of our natural resources for the benefit of all.

Submit electronic resume and cover letter by September 4th, 2020 to:

North Country Trail Association hr@northcountrytrail.org