



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Database Maintenance
REPORTS TO: Director of Development

HOURS

Hours vary based on database maintenance needs. Volunteer must complete assignments in the office during normal business hours.

TASKS

- Enter new contacts into database
- Update information for existing contacts
- Track donor giving
- Extract data in the form of reports

QUALIFICATIONS

- Knowledge of DonorPerfect or a willingness to learn
- Valid driver's license and/or transportation

BENEFITS

- Flexible schedule with minimal commitment
- Develop or utilize typing and database skills
- Be a welcomed part of our organization