



**National Eagle Center  
Development Specialist – Part Time**

**Job Purpose:** The Development Specialist plays a key role as a member of the Development team, particularly in the areas of gift processing, marketing data management, and constituent database management. This position works closely with the Membership and Marketing Managers to ensure accuracy of constituent data and support the success of external communications and fundraising at the National Eagle Center.

**Reports to: Director of Development**

**Representative Duties**

- Receive and process all gifts and ensure accurate recording of donor information in database,
- Ensure gift receipt letters donation acknowledgements are sent out in a timely manner
- Add new constituent records to the database as needed, ensuring accuracy and accessibility of relevant information
- Maintain accuracy and integrity of constituent database; adhere to system operations and document procedures
- Produce renewal mailings, emails and other constituent appeals
- Produce membership and donation reports as requested
- Maintain the integrity of hardcopy filing system
- Assist Director of Development in fundraising objectives & balancing gift accounts

Other duties as requested

Part-time position, approx. 20 hours/wk with potential for growth, flexible weekday hours  
Some evening and weekend hours may be required

**Requirements**

- Minimum of 2 years of related experience in an office environment; experience in IT, data entry, or administrative support role
- Experience using a constituent management database or CRM is preferred
- Effective use of Microsoft Office programs, specifically Word and Excel
- Experience with Gmail and Google calendar is preferred
- Strong attention to detail and proven ability to deliver critical accuracy in data entry
- Excellent organizational and communication skills, able to prioritize work and meet deadlines
- Excellent interpersonal skills and customer service
- Ability to follow and document processes and procedures

- Strong willingness and ability to learn and become expert in new software applications and troubleshoot software issues
- Maintain highest standard of respect for confidentiality
- Work well in a collaborative team environment
- Enthusiasm for the National Eagle Center mission
- Equivalent combinations of education and experience to successfully perform the essential duties of the job will be considered

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_