The Cabrillo College Foundation is hiring a part-time Gift Entry & Acknowledgment Clerk to help in our small, fast-paced office. We are seeking candidates with strong attention to detail, savvy computer skills, and a friendly personality to work well with both donors and staff.

**DEFINITION – Gift Entry and Acknowledgement Clerk**
The Gift Entry and Acknowledgement Clerk, under the general direction of the Accounting Manager, processes gifts and acknowledgements, and provides general office support for the foundation. This includes creating/editing database records, answering phones, processing credit cards, providing support for events, and assisting with other aspects of the development effort as needed.

**EXAMPLES OF DUTIES**
- Enter gifts into database
- Create, edit, and maintain constituent and fund records in database to ensure the integrity of the database
- Process credit card donations and track recurring gifts
- Prepare acknowledgment letters
- Track pledge activity; including, pledge entry, acknowledgements, and invoicing
- Provide support to Annual Fund (gift entry posting, reminders, etc.)
- Assist in the accounting and development efforts of the foundation in various ways when needed
- Provide excellent customer service to volunteers, donors, prospects, and college personnel
- Provide office assistance, including phones, accounting support, filing, composing routine correspondence from brief instructions, and maintains physical environment and condition of office space and equipment
- Create data reports as needed

**PHYSICAL REQUIREMENTS**
- Ability to work at a computer workstation for periods up to four hours at a time

**KNOWLEDGE, SKILLS, AND ABILITIES**
- Ability to serve as an ambassador of the Cabrillo College Foundation as the first point of contact for telephone calls and visitors
- Excellent typing skills, at least 45 words per minute
- Experience performing mail merges from a source database to a MS Word document
- Proficient computer skills including word processing, file management, and data entry
- Experience working with a database
- Demonstrated ability to be accurate, organized, and detail oriented
- Ability to follow oral directions and written procedures
- Ability to work well with others and be self-motivated in your work
- Excellent written and oral communication skills including spelling, grammar and punctuation
- Ability to perform detailed clerical work accurately
• Excellent telephone manner and ability to interface positively with a variety of people
• Ability to protect and maintain confidential information

HOURS AND COMPENSATION
• $14.00 per hour
• 19.5 hours per week, non-benefitted position
• Mandatory time off taken when foundation office is closed for holidays
• Schedule: To be determined with supervisor
• Occasional evening and weekend hours for foundation events

DESCRIPTION OF ORGANIZATION
The Cabrillo College Foundation was established in 1965 as a private non-profit organization. The foundation’s mission is to provide aid supplementary to public tax dollars for the support and benefit of Cabrillo College. The Cabrillo College Foundation consists of more than 100 volunteers who serve on program, development, and standing committees. In addition, 30 board members lead the organization with the support of four full-time staff members and part-time and seasonal staff.

ACCOMPLISHMENTS
• For 2011-12 raised $4,233,106, ranking among the top for fundraising among California community colleges
• Raised more than $50 million in support of students and programs at Cabrillo College since inception 50 years ago
• $25 million in net assets
• $21 million endowment
• Between 4,000 – 5,000 donors every year

For more information visit: http://www.cabrillo.edu/associations/foundation/

TO APPLY: Email your resume to the link provided. mailto: gewest@cabrillo.edu
Top candidates will be selected and contacted for interviews.

The Cabrillo College Foundation is an equal opportunity employer.