



## **Job Announcement:**

### **Work for Art Donor Data Clerk**

**Status:** Part-time (28 hours/week), Non-exempt

**Schedule:** TBD

**Supervisor:** Business Partnership Manager

**Compensation:** \$18 per hour, with benefits

### **About the Regional Arts & Culture Council**

RACC is a nonprofit 501(c)(3) organization that receives funding from a variety of public and private partners to serve arts organizations, artists, schools and residents throughout Clackamas, Multnomah, and Washington counties. RACC advocates for public and private investments in the arts, raises money through workplace giving (Work for Art), conducts arts education in public schools, provides grants for arts organizations and artists, manages public art, and provides technical assistance and networking opportunities for artists. RACC values a community in which everyone can participate in arts and culture, and strives to cultivate equity in all of its programs. We value a diverse workforce that is built upon cultural competence and are proud to be an equal opportunity workplace. A program of RACC, Work for Art is a workplace giving program that raises donations and awareness for more than 100 Portland tri-county arts and culture groups—more than \$7.5 million since 2006. Work for Art offers regional businesses and their employees the opportunity to make payroll deduction gifts and cash contributions in support of this vital sector of our community.

### **Position summary:**

The Regional Arts & Culture Council is seeking a Donor Data Clerk for the Work for Art program. This position is essential to the seamless operation and donor experience of a multifaceted program. This is an ideal role for someone who genuinely enjoys creative problem-solving with numbers and spreadsheets, and who finds it rewarding to produce highly accurate, well-organized administrative work in the office. This person will have the ability to focus amidst evolving priorities. An energetic and grounded person with a sense of humor and an eagerness to learn will thrive here. The Work for Art Donor Data Clerk provides Raiser's Edge data entry, spreadsheet, reporting, and basic accounting support to the Work for Art team. As a member of a collaborative team of three full-time and two part-time staff, the Work for Art Donor Data Clerk furthers the mission of this high-volume, fast-paced, and growing program.

### **Essential functions and responsibilities:**

- Process checks received on a weekly basis, using the Raiser's Edge database. Track ongoing pledge payments. Contact payroll departments at workplace campaigns to clarify discrepancies.

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- Record Work for Art donor pledge information from individuals and corporations using the Raiser's Edge database. Maintain updated hard copy files.
  - Perform database clean-up and updates on a regular basis.
  - Create pledge and other reports in Excel for multiple purposes.
  - Track designated gifts and generate quarterly check requests/reports using Raiser's Edge. Lead/coordinate with the reconciliation of designated gifts with Finance Department staff.
  - With Finance Department staff, lead/coordinate the reconciliation of bi-monthly Work for Art cash and pledge reports and annual audit.
  - Provide database support to the Work for Art team.
  - Provide customer service to Work for Art donors and partners.
  - Organize and maintain a comprehensive filing system in electronic and paper formats.
  - Perform printing, copying, scanning, and PDF creation tasks as per deadlines.

**Required knowledge, skills and abilities:**

- Intermediate Excel skills
- Basic accounting skills
- Demonstrated data entry and data manipulation skills (speed, accuracy, concentration, and patience)
- Experience with Raiser's Edge and/or other fundraising databases is strongly preferred
- Exceptional organization, analytical and problem solving skills.
- Excellent customer service and teamwork skills
- Ability to perform repetitive tasks with attention to detail
- Excellent time management skills
- Ability to be consistently punctual and to maintain a professional, positive demeanor

**To apply:**

- Please send a cover letter and your resume by email to: [workforartjobs@racc.org](mailto:workforartjobs@racc.org)
- If you are unable to submit your application via email, you may send your application by postal mail or deliver it in person to: Work for Art, 411 NW Park Ave., Suite 101, Portland, OR 97209.

**Application Deadline:** Friday, August 18, 2017 by 5:00pm