**Job Title: Gift Entry and Data Manager**

**Employment Classification:** Part-time Non-exempt

**Position Overview**

The Lloyd Library & Museum is a prestigious 140+ year institution embarking on an exciting new future and significant renovation. This position, reporting to the Director of Development, is responsible for administering the gift entry and accounting program and overall data management for the Lloyd Library & Museum. Candidates are expected to have strong gift entry and data management skills, be capable of inputting and extracting data from our Raiser’s Edge NXT system and perform light clerical duties. We are looking for a highly motivated and detail-oriented team player who will work independently and as part of a team, depending on the task.

**Principle Duties and Responsibilities**

- Enters all gifts/memberships into Raiser’s Edge NXT.
- Promptly creates acknowledgments for all memberships and donations.
- Generates and sends reports, including campaign activity reports.
- Draft emails and other correspondence on behalf of the Director and/or Executive Director pertaining to memberships and donations as needed.
- Works with the Director on the coordination of the annual fund program.
- Coordinates the Director’s calendar as needed, including working with contacts to schedule meetings and send reminders and follow-ups.
- Together with other team members, enters prospective donor and visitor information into Raiser’s Edge NXT.
- Prepares supplemental information for the Development Director and Executive Director for contacts, meetings, grants, and reports.
- Maintains good relations with the Lloyd's clientele, contacts, donors, and employees, demonstrating tact, courtesy, and cultural sensitivity.
- Enthusiastically embraces the Lloyd Library’s mission and vision for the future.

Performs other related duties as assigned or requested by the Director of Development. The Lloyd Library & Museum reserves the right to add or change duties at any time.
Required Experience, Skills, and Competencies

- Minimum of five years gift entry/database experience in a non-profit setting.
- Proficient in Raiser’s Edge NXT or other Content Management Software; Microsoft Office, PowerPoint, and Excel are a must.
- Excellent customer service, organizational, planning, interpersonal skills, and communication (written and verbal) skills.
- Ability to manage multiple priorities, projects, and tasks.
- Strong attention to detail.
- Ability to manage sensitive situations professionally and maintain confidentiality.
- Demonstrated ability to work independently and collaboratively and contribute positively to a collegial team environment.
- Anticipates challenges and makes suggestions for addressing them.
- Experience working with employees, partners, and clientele from diverse backgrounds and life experiences.
- Work experience in academic, non-profit cultural, or heritage organizations preferred.
- Willing to embrace new approaches and directions, ask questions, and accept feedback.
- Proactive, creative, and flexible.
- Ability to learn and follow all Lloyd Library & Museum policies, protocols, and procedures.

Physical Demands

- Open cabinets, bend, and remain in a standing position.
- Typing/Keyboarding.
- Able to lift and move up to 20 lbs.

Working Conditions

Professional work environment on-site at the Lloyd Library and Museum.

Equal Employment Opportunity Policy

The Lloyd Library & Museum is an Equal Opportunity Employer and embraces diverse skills, perspectives, and ideas. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under the law.
Compensation and Hours of Work:

Starting Salary: $20 per hour

Excellent benefits package includes generous paid holiday, vacation, and sick leave.

Hours: 20 hours/week
Schedule may include evening and weekend hours.

To apply
For questions about the position, contact Gina Weitzel at gweitzel@lloydlibrary.org.

Submit resume to Gina Weitzel, gweitzel@lloydlibrary.org.

Application deadline: 5 p.m., March 15, 2023

All applications will be acknowledged within two business days of receipt.