



Date: February 8, 2019
Position: Database Clerk
Reporting To: Vice President of Operations

Non-Exempt, Part Time

Overall Purpose:

Maintains database by entering new and updated donor information for Butler County United Way.

Qualifications:

- Higher education degree in Business, Communications or Information Technology preferred
- Proficiency with Microsoft Office, including Word, Excel, and PowerPoint.
- Above average attention to detail and ability to focus on data for long periods of time.
- Technical understanding of Andar/360 or similar database software preferred.
- Good written and verbal communication skills
- Good reporting skills
- Good documentation and organizational skills

Major Elements:

Collecting, Storing, and Retrieving Data - 90%

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes donor and campaign source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters donor and campaign data by inputting alphabetic and numeric information into the Andar/360 Database.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered donor and campaign data by reviewing, correcting, deleting, or reentering data and verifying output.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains donor confidence and protects operations by maintaining data integrity and keeping information confidential.
- Prepares reports from the database as requested by collecting, analyzing, and summarizing information.
- Maintains professional and technical knowledge by attending Andar-related educational workshops and seminars.
- Contributes to team effort by accomplishing related results as needed.

Other 10%

- Actively participates in Butler County United Way events and meetings (including team meetings) to ensure that key position responsibilities are integrated into and aligned with the mission/vision of Butler County United Way.
- Occasionally support and attend community special events as assigned.
- Provide professional, courteous and sensitive service to both internal and external customers.
- Perform other tasks as requested to advance the mission and vision of our organization.