

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

**Position Title:** Donor Database Assistant  
**Reports To:** Data Administrator  
**Job Level:** Full-Time/Exempt  
**Supervises:** None

### POSITION SUMMARY

First Nations Development Institute (First Nations) is a national 44-year-old Native American-led nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

The Donor Database Assistant works with the data administrator and Database team. Primarily, the Donor Database Assistant ensures efficiency and timelines in processing donor information and using best practice techniques to maintain optimal data integrity. The assistant will create and maintain constituent data to ensure it is properly entered and updated. The assistant will work to update the database to maintain current information on donor addresses, names, and other biographical information. The assistant will also produce mail correspondence for appropriate signature for acknowledgement letters. The position will join a technical and experienced team that will provide skill-building support.

The position will be based in First Nations' Longmont, CO, office.

### ESSENTIAL FUNCTION/RESPONSIBILITIES

- Perform advanced clerical work involving judgment, accuracy, and speed with minimal supervision
- Handle confidential and sensitive information with discretion
- Complete acknowledgement letter process
- Help maintain integrity of database, including addressing duplicates, removal requests, and other updates as assigned
- Perform regular procedures involving Online Express Newsletter sign-ups, monthly thank-you notes as needed, and annual giving tax receipts
- Perform database clean-up and improvements
- Maintain materials needed to complete projects such as letterhead, envelopes, and postage
- Provide frequent communication with team
- Inform supervisor regularly on the status of projects
- Model First Nations' values and commitment to vision, mission, and communities served by First Nations
- Contribute to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging
- Find ways to integrate First Nations' Guiding Values and Principles into meetings and conversations with the team; involve team members accordingly

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### MINIMUM REQUIREMENTS

- Available to work in the Longmont office full-time
- Proof of documentation of COVID-19 vaccination
- High school diploma or equivalent
- 3+ years' experience in similar role
- Non-profit organization experience strongly preferred
- Strong written, verbal and listening communication skills
- Exceptional customer service orientation
- Ability to be a competent self-starter who takes initiative and works independently
- Ability to organize and manage multiple projects, and work under pressure to meet deadlines
- Strong attention to detail
- Critical thinker and problem solver
- Strong computer skills, including MS Outlook and Office applications (Excel, PowerPoint and Word) and select program/project management software
- Strong analytical and problem-solving skills
- Positive attitude, good people skills at all levels of experience and proficiency
- Demonstrated ability to work in a team environment

### PREFERRED REQUIREMENTS (in addition to MINIMUM REQUIREMENTS)

- Knowledge of Raiser's Edge or another CRM

### MEASURES OF SUCCESS

- Teamwork and collaboration with colleagues
- Complete and accurate entries
- Regular and clear communication to supervisor
- Ability to organize and prioritize duties and assigned tasks

### EMPLOYEE BENEFITS (SUBJECT TO CHANGE FOR PART-TIME EMPLOYEES)

- First Nations' health insurance contribution that could provide full coverage for employee not including family coverage and/or other supplement benefits
- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 26 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 64 hours per year
- Paid sick days for illness or to tend to immediate family health needs

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### SALARY RANGE

\$38,000 to \$45,000 annually

Starting salary dependent on experience and skills

### TO APPLY

Complete the employment application form by clicking on the link below:

[First Nations Employment Application Form](#)

We appreciate your interest in this position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.