



YourSPCA.org || 300 Harlem Road
716.875.7360 || West Seneca, NY 14224

Volunteer Job Posting

Posting Date: 08/25/2021

Position and Department: Development Assistant in the Development Department

Commitment: Approximately 4 hours/month. Schedule can be flexible. After initial training on database, data entry part of the job can be done from home if desired. Filing to be done on an as-needed basis (approximately one hour per month).

Job Description

The SPCA Serving Erie County's Development Department is looking for a volunteer who can assist with data entry and filing tasks. This project will help us keep accurate and up-to-date information about our donors, which will lead to better communication with them!

Principle Duties and Responsibilities

- Update and add phone numbers and addresses from spreadsheets into our web-based donor management system (Raiser's Edge).
- File donation back-up documentation in the appropriate area.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- Data entry experience desired, but not necessary
- Basic computer skills and experience with spreadsheets
- Detail-oriented
- Good organizational skills
- Self-directed
- Respect for and maintenance of confidential donor information
- Exceptional kindness to all animals, guests, volunteers, and staff per our core mission.
- Willingness to work with and respectfully communicate with all staff and volunteers.

How to Apply

Please email Phil Weiss, Annual Giving Manager, at phillipw@yourspca.org or Jennifer Gurz, Chief Development Officer, at jenniferg@yourspca.org.