

Wednesday, May 18, 2022

## Data Entry Assistant - Fundraising

Company: Mark Morris Dance Group  
Location: Brooklyn, NY

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### SUMMARY DESCRIPTION:

The Mark Morris Dance Group seeks a Data Entry Assistant responsible for managing data entry in our Raiser's Edge database including maintaining departmental records and integrating data from a variety of sources. The work includes assembling information from colleagues as well as importing data from auxiliary databases to support accurate gift processing and tax receipts. This is an exciting opportunity for someone looking to begin their career in the arts and gain an overview of fundraising while conducting daily data entry, imports, exports, and administrative work. This position is an integral part of a 5-member development team and reports to the Director of Development. This full-time non-exempt position plays a vital role in supporting the organization's fundraising efforts by serving as the primary coordinator of interdepartmental data. The Data Entry Assistant joins the organization at a pivotal moment as we explore new systems, continue to advance our core values in our work, and welcome back our community.

The successful candidate joins a community of kind and dedicated arts and administrative professionals who are propelled by Mark Morris's commitment to artistic excellence, access to the arts, and the impact that the arts have in connecting and engaging communities. MMDG is committed to ongoing and sustained equity and inclusion work. All staff are expected to be actively engaged and dedicated to upholding our core values: celebrating our diverse community, pursuing excellence in all that we do, advancing access, exposure, and opportunity to dance and music, and cultivating creativity. Staff members also have opportunities to shape the culture of the organization through our Work, Life and Culture Committee working groups at a time when we are revamping our IDEA (Inclusion, Diversity, Equity, and Access) action plan, initiating an ESG (Environmental, Social, Governance) strategic plan, and more.

Responsibilities include but are not limited to:

#### Data Entry, Reporting, and Record Management:

- Conducts daily manual gift entry and issues daily tax receipts using Raiser's Edge/NXT and Power Automate
- Oversees Omatic Cloud, Online Express, Blackbaud Merchant Services, and other systems as needed for processing gifts
- Manages imports from Active, Ecwid and various data sources used by other departments for ad hoc events
- Manages daily exports to Salesforce and weekly posting to Financial Edge
- Reconciles donations with associated databases and our finance department on a weekly basis
- Reports and queries on contributed income, prospects, funding credits, and special campaigns
- Processes registrations to events presented by MMDG and reports on related transactions
- Coordinates with Finance to provide documentation for annual audit
- Coordinates with Marketing to create event registration forms, provide suppression or other segmented lists
- Maintains and updates user documentation
- Maintains data health: making timely corrections, updating addresses, merging duplicate files, standardizing data, and adding research findings to constituent records

#### Additional Administrative Support

- Provides ad hoc research, reporting, and administrative support to the Development team
- Provides excellent customer service – responds to donor emails and calls within 24 hours
- Mails/scans items as needed for donor/member stewardship
- Records cultivation and stewardship actions in Raiser's Edge/NXT
- Supports cross departmental collaborations on fundraising and other organizational efforts
- Supports MMDG's public performance and private events by providing updated ticket buyer/registration lists and staffing them as needed
- Other duties as assigned

You will be successful in this role if you:

- Enjoy Details and Manual Data Entry – You enjoy pulling information from a variety of sources regularly and are exceptionally organized with an acute attention to detail. You value accuracy.
- Enjoy Detective Work – You find great satisfaction in connecting with fellow staff members to correctly identify sources of income for accurate data entry. You enjoy researching and correcting discrepancies. Your ultimate reward is solving a mystery!
- Are Independent and Intuitive – You can work autonomously with minimum supervision but also know when you need to seek advice from your peers.
- Can Prioritize and Pursue Multiple Tasks – You are good at balancing demands of timely and on-going tasks with those of long-term projects.
- Align with our Core Values – You work well with others towards a common purpose to achieve shared goals by developing and maintaining responsive, cooperative, and mutually beneficial internal and external relationships.

Qualifications:

- 1-2 years of experience in accurate data entry
- Proficient with Microsoft Office Suite and Excel

Experience with Power Automate, Blackbaud Raiser's Edge, Omatic, Salesforce or other CRM systems preferred but not required  
Compliance with MMDG COVID-19 Safety Plan and Vaccination Policy

Compensation and Benefits:

Annual Salary: \$41,600-\$45,000

Flexible schedule, On-site required

Paid vacation, sick/personal leave, holidays and bonus days

Comprehensive benefits package includes: Employee Health and Life insurance covered 100%, Flexible Spending Plan, Voluntary vision and dental coverage, Pre-tax commuter benefit, 403(b) retirement plan, and 100% paid family leave

Access to special events and MMDG performances (when available)

Access to free and discounted classes at the Dance Center and online

Invitations to cultural events extended to staff members by community partners.

[APPLY HERE!](#)

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Mark Morris Dance Group

3 Lafayette Ave

Brooklyn, NY, 11217

<https://markmorrisdancegroup.org/the-dance-group/careers/>

For more information:

MMDG

[jobs@mmdg.org](mailto:jobs@mmdg.org)

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