

We are hiring a Contract Gift Processing and Data Entry Coordinator!

The PEPS Contract Gift Processing and Data Entry Coordinator is tasked with gift entry, processing and acknowledgment, and monitors data integrity and data health in our customer relationship management (CRM) system with accuracy and consistency. Additionally, they will support Development staff in data generation, donor list production, and event registration. The coordinator identifies ways to improve systems and processes, is detail-oriented, and excels at written and verbal communication.

Time Commitment

This is a 10-12 hour per week contract position with a generally flexible schedule. The contract work does require occasional in-office work and weekly meetings, either virtual or in person, with the Development Director.

Core Responsibilities

- Process all donations from multiple platforms.
- Enter donations in the CRM database (Microsoft Dynamics) and create gift batches.
- Adjust gift entry batches as needed in collaboration with the Development Team.
- Generate, print, and mail gift acknowledgment letters in collaboration with the Development Team.
- Support the Development Team in the execution of other mailings (e.g., donor appeals, holiday cards, and stewardship pieces), including printing letters and labels.
- Assist in generating donor lists for various Development appeals.
- Perform regular data maintenance to ensure clean data in the CRM database.
- Organize documents and file monthly gift batches in the PEPS office.
- Other projects, tasks, and responsibilities as requested.

Core Knowledge and Skills

- Must have demonstrated knowledge, experience, and efficiency with data entry, specifically with CRM systems, Excel, Outlook, the broader MS Office suite, and SharePoint
- Ability to leverage technology to streamline processes
- Detail-oriented and organized
- Ability to work independently
- Discretion in protecting confidential information and preserving organizational security

Education and Experience

- Associate's degree or equivalent experience
- Qualified candidates should demonstrate database expertise and related experience.

Requirements

- Contractor must be based out of the greater Seattle area.
- Sponsorship for US work authorization is not available for this position.

To Apply

Initial interviews will be held virtually and will occur on a rolling basis. Final round interviews may be held in person. All applications will be acknowledged within five business days via an email receipt and held confidentially within the hiring team. Every applicant will receive careful consideration, and this role will remain open until filled. To apply, please submit the following:

- A résumé that summarizes your relevant professional, educational, and volunteer experiences.
- In lieu of a cover letter, in your submission email, please describe how your experience, interests, and values align with this position and the PEPS mission.
- Please include which pronouns you use.
- To request disability accommodation in the application process, contact Cari Morales (carim@peps.org)

Please email your application to jobs@peps.org. Electronic submissions only, please.

Compensation and Working Environment

Compensation: This position will be approximately 10-12 hours a week. The number of hours per week will vary depending on the weekly gift entry need and may increase during specific fundraising campaigns and times of the month. The expected pay range for this contract position is \$27-\$30 per hour, based on experience.

Office Location: PEPS is located in Seattle, Washington, with a main office in the historic Good Shepherd Center in Wallingford, adjacent to Meridian Park and the beautiful Seattle Tilth Gardens. There is a satellite office in the Parent Trust building in the Rainier Valley. Both locations have ample parking and are close to public transit.

Workspace: PEPS is currently operating in a hybrid format, and requirements continue to evolve. This role can be held remotely, with occasional in-person presence at our office required. This role will require in-person work for training at our Wallingford office. Office space may be available if in-person work is preferred.

Commitment to Equity

We believe that all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.

Black, Indigenous, People of Color, and others with underrepresented identities (including, but not limited to, gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.