

OVERVIEW

New City Kids' mission is "loving kids for change to create a community of academic, leadership, musical, and spiritual development." The program has a two-tiered structure, each tier complimenting the other. First, New City Kids operates highly structured academic and performing arts focused after school centers for 330 at-risk children ages six to thirteen, five days a week. But what really makes the after school center unique is the second tier. Instead of staffing the program with paid adults or volunteers, 160 high school students are employed. These 450-hour internships are designed to open teens' eyes to their own amazing abilities and to awaken them to the joy of leadership, the goodness of earning money, the attainability of a college education and the transforming power of God's love.

POSITION SUMMARY

This job is an integral part of a team that makes fundraising at New City Kids possible. As New City Kids expands, donor relationship management is key to keeping the vision moving forward. The Donor Database Coordinator is responsible for entering donations, maintaining the donor database, and providing administrative support to keep the office running smoothly. The position is hourly and requires three non-consecutive days in the office, with the daily hours flexible.

REQUIREMENTS

- Bachelor's degree required.
- Previous administrative experience or accounting/finance experience preferred.
- Ability to quickly learn new web-based tools. Previous experience with Salesforce/CRM preferred.
- Thorough and detail-oriented with a strong appreciation for accuracy in data and reporting.
- Excellent verbal, written, and interpersonal communication skills. Enthusiastic about being a part of the dynamic New City Kids' team.
- Must affirm New City Kids' mission and statement of faith (newcitykids.org/statement-of-faith).

SCOPE AND RESPONSIBILITIES

- **Donation Processing** - Handle all incoming cash, checks, and online transactions following New City Kids' written financial procedures.
- **Customer Service Support** – Work with development team to help provide customer service support for donors. Complete matching gift requests, answer general donor questions, and manage online giving platform.
- **Send Donation Receipts** - Receipt all received donations within 24 hours; periodically update receipts based on fundraising calendar.
- **Manage Donor Database** - Maintain integrity of data in Salesforce, provide staff support for donor database related issues, and find ways to improve organization's use of Salesforce platform.
- **Run Daily Donation and Key Metric Reports** – Utilize reporting tools in Google Docs and Salesforce and communicate data to development and leadership team.
- **Monthly Accounting Reconciliation**– Work with the bookkeeper to reconcile development and accounting databases on a monthly basis and provide yearly audit support.
- **Administrative Support for National Team** - May include payroll admin tasks, shipping/mailing, data entry, and setup help for the quarterly board meetings.

DETAILS

- **Compensation** – Hourly, \$15 per hour
- **Supervisor** – Operations Director
- **Hours** – Part time: 15 to 20 hours per week
- **Schedule** – M, W, F (Daily hours flexible)
- **To Apply** – Email hiring@newcitykids.org