

donor & database assistant

- **Up to \$44,815 pck**
- **Iconic NGO**
- **Inner West Location**

Australia's most progressive development aid organisation is seeking the expertise of a Donations & Database Assistant to join their Inner West office.

Directly reporting to the Senior Coordinator, you will be responsible for donations processing, providing donor support, database maintenance as well as compliance and reporting.

In order to be considered for this position you will need to demonstrate experience in the following:

- Excellent customer service skills
- Fast and accurate data entry skills
- Cash handling & bank reconciliations
- Correspondence management including phone, email and incoming / outgoing mail
- Intermediate MS Office skills
- Experience with the Raisers Edge database will be held in high regard
- Excellent communication and interpersonal skills
- High attention to detail and a team player are a MUST
- NFP / NGO industry experience will be held in high regard

This is a great opportunity to work for an ICONIC Not for Profit organisation who is renowned for their excellent working conditions.

If you enjoy working in a close & supportive team environment then please forward your resume using the application email below or for further enquiries please contact Annie Barker on (02) 8243 0505.

