

Database Assistant

Reports To: Director of Development

Location: 1215 E Fort Ave. Suite 104 Baltimore, MD 21230

Standard Office Hours: Average 20 hours per week, schedule to be agreed upon within normal office hours of 9am-5pm Monday through Friday

Ulman Foundation is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

Position Overview: The Database Assistant role is a part-time position within the External Relations team. This position supports fundraising and relationship management efforts across the organization. The Database Assistant will be responsible for donation processing, CRM database maintenance, and donor acknowledgement process support.

Specific position activities may include:

Donation Processing

- Donation entry in CRM: both manually and using bulk import capabilities
- Matching gift processing
- Online donation review

CRM Database Maintenance

- Database records maintenance
- New record creation
- Data import from external sources

Donor Acknowledgement

- Acknowledgement reports
- Acknowledgement letters
- Tax receipt mailings

Administrative support of other incoming/outgoing mailings

Qualifications/Skills:

- Experience with Microsoft Office and G Suite applications – in particular Excel and Google Sheets
- Comfort or experience with online database or CRM systems
- Attention to detail and precision in data entry
- Desire to learn new systems/processes
- Ability to work both independently and as part of a team
- Passion for and understanding of the Ulman mission

Educational requirements:

- High School Diploma required

To Apply:

Interested candidates should submit a cover letter and resume to careers@ulmanfoundation.org with "Database Assistant" as the subject line.

Ulman Headquarters

1215 East Fort Ave, Suite 104
Baltimore, MD 21230

Ulman House

2118 East Madison St.
Baltimore, MD 21205

ulmanfoundation.org

info@ulmanfoundation.org
410.964.0202