Annual Giving

Position description:

- Support with solicitation mailings (approximately 4/year), consists of coding envelopes, stuffing letters. Attention to detail is essential.
- Help pre-stuff envelopes for pledge reminders, invitations, etc.
- Assist with copying/collating
- Run errands, as needed
- Support with phone coverage, as needed
- Computer input
- Shredding
- Other duties, as assigned

Requirements/Special Skills:

- Detail-oriented
- Familiarity working in a clerical setting
- Working with confidential information
- Familiarity with Excel, Word