JOB TITLE: Development Data Entry
REPORTS TO: Vice President of Philanthropy
STATUS: Part-Time Non-Exempt, Hourly
LOCATION: Portland, Oregon
COMPENSATION: $17.50-$19.50 DOE

Lan Su Chinese Garden’s mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Chinese Garden: Lan Su Chinese Garden is one of Portland’s greatest treasures and most interesting sites to see while visiting Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China’s Jiangsu province that is famous for its beautiful Ming dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

POSITION SCOPE:

This position will be scheduled to work 15-25 hours a week in our offices supporting the Philanthropy Department. You will apply a critical mindset to the processing and evaluation of data to best assist the department in meeting its goals.

RESPONSIBILITIES:

- Accurately inputting and updating donor information into the fundraising database or CRM system.
- Processing and recording donations received from various sources, ensuring proper coding and documentation.
- Maintaining data integrity and performing regular data quality checks to identify and correct any errors or inconsistencies.
- Generating reports and providing data summaries as needed for fundraising analysis and reporting purposes.
- Assisting with mailings, including labeling, sorting, and tracking donor correspondence.
- Collaborating with the fundraising team to ensure accurate and up-to-date donor records and timely follow-up on donor inquiries.
- Conducting research and data analysis to support fundraising initiatives, such as identifying donor trends and patterns.
- Safeguarding donor confidentiality and adhering to privacy regulations and best practices in data management.
- Assisting with other administrative tasks and special projects as assigned by the fundraising department.
ESSENTIAL QUALIFICATIONS:

- Proficient in data entry and experience with database systems or CRM software.
- Strong technological intuition with an ability to imagine how technology can serve as a platform moving forward in meeting goals.
- Ability to actively and regularly represent data in its most accurate form.
- Strong attention to detail and accuracy in data entry to ensure clean and reliable donor information.
- Excellent organizational skills to handle large volumes of data and maintain proper documentation.
- Good knowledge of spreadsheet software (e.g., Microsoft Excel, Google Sheets) for data manipulation and analysis.
- Familiarity with basic fundraising concepts and terminology to understand and categorize donor information effectively.
- Ability to work independently and manage time efficiently to meet deadlines and prioritize tasks.
- Strong computer skills and proficiency in using standard office software and tools.
- Excellent communication skills, both written and verbal, to interact with donors and team members professionally.
- Ability to handle sensitive and confidential donor information with discretion and maintain donor privacy.
- Detail-oriented and able to spot and rectify data discrepancies or errors.
- Prior experience in a fundraising or nonprofit environment is a plus, but not always required.

FOR YOUR PERSONAL WELL-BEING, THE GARDEN OFFERS TO PART TIME EMPLOYEES:

- City of Portland sick leave
- 401K match
- Garden Shop discount
- Holiday pay differential
- Friend Membership to Lan Su Chinese Garden

METHOD OF APPLICATION:

Submit cover letter, resume, & three references to lansuhr@lansugarden.org. No phone calls or drop-ins, please. These applications will not be considered. Applications accepted on an ongoing basis.

Lan Su Chinese Garden is committed to maintain an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.