Job Opening

**Part-time Fundraising Assistant**

**Duties and Responsibilities:**

Provide clerical support to the Development Department including opening mail, scanning, data entry, donor acknowledgement letters, and assistance with our annual fundraising events.

**Required Skills:**

* Detail Oriented
* Flexible
* Highly Organized
* Proven time management skills
* Intermediate to advanced skills in Microsoft Word, Excel and Outlook. Previous Blackbaud CRM or other database management software experience a plus.

**This is a part-time, in-office position, 4 hours/day, 20-25 hours per week.**

Compensation$16.00 - $18.00/hour depending on previous experience and education.

Apply Now!

Please send resume to Lisa Unger at Lisa.Unger@scouting.org or call 720-266-2109.