



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
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## POSITION ANNOUNCEMENT

### PHILANTHROPY ASSISTANT

Lowell Observatory in Flagstaff, AZ is seeking a Philanthropy Assistant. The Philanthropy Assistant is responsible for gift entry, membership processing, generating reports, gift acknowledgements, and provides general administrative support for the Philanthropy Department. This position requires a willingness to do a wide variety of tasks, the ability to work well with others, prioritize, understand and meet deadlines, and have a strong work ethic. The Philanthropy Assistant reports to the Membership and Database Manager.

#### Responsibilities

- Enters and maintains member, donor, and gift-giving information in donor database, ensures that data is entered accurately and up to date
- Imports and enters information from outside systems into donor database records
- Manages data entry to ensure consistency among records, works with colleagues to develop and implement comprehensive data entry protocols
- Generates and sends gift acknowledgements
- Preparation of department mailings, reviews outgoing correspondence for accuracy and completeness
- Prepares routine and special queries for mailing lists and reporting needs
- Assists with fundraising events
- Assists with stewardship communications to donors and members
- Maintains backup files for donations
- Ad-hoc data entry responsibilities
- All other duties as assigned

#### EXPECTATIONS AND QUALIFICATIONS

Ability to work creatively and collaboratively in a team-based environment, ability to work well independently, excellent customer service skills, previous experience with Microsoft Office Suite applications, proven ability to handle multiple responsibilities and projects simultaneously, demonstrated expertise with mail merges and mass mailings, strong attention to detail, handle confidential donor information, thoroughness and accuracy.

Preferred skill: Experience using relational databases or CRM software (ex: Raiser's Edge), direct mail experience, previous experience with nonprofits.

Education requirements: Bachelor's degree preferred (Will consider non-traditional means of obtaining knowledge and relevant past work experience in place of a Bachelor's degree.)

## WORKING CONDITIONS

Working at a computer and sitting for extended periods. Moving throughout the campus, on sometimes uneven terrain and in low light.

Speaking and listening, both in person and via telephone or video conferencing. Ability to lift files, office equipment weighing up to 35 pounds.

<b>Status:</b>	Full Time, regular
<b>Compensation:</b>	\$23-\$26, DOE
<b>FLSA Classification:</b>	Hourly, Non-Exempt
<b>Benefit Eligible:</b>	Yes*
<b>Location:</b>	Flagstaff, Lowell Observatory's Mars Hill Campus

### To Apply:

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu)

- Lowell Standard Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references

**Deadline for application submission is April 15th, 2024.**

\* Full Time - In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. Paid time off also includes paid Parental and FMLA leaves. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. A portion of dependent medical insurance is paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

### **Employment is subject to passing a background check**

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.