



PART TIME: Database and Office Manager

Amref Health Africa (Amref) is an African-centric healthcare nonprofit, running 150 programs in 35 countries across sub-Saharan Africa. We reach an average of nine million people per year. 97% of our global staff are African, making us a leader in creating 'African solutions with African expertise'.

Database Management (90%)

- Open, scan and deposit mail, upload scanned documents to shared drive
- Download reports from CitiBank, PayPal, NPO, Benevity, American Charities and other relevant payment platforms, as well as any other donations received for reconciliation
- Gift entry into Raiser's Edge (RE), using Omatic software and batches
- Keep in communication with Deputy Director and Sr manager of Development regarding donations coming in
- Working with Sr Manager of Development on any RE database clean up needs within set deadlines
- Work with all staff on keeping database up to date with new contacts, ensuring that departments are updating notes, etc. within database for posterity
- Producing RE reports when needed
- Work with Communications Manager to upload new Appeals and packages onto RE
- Adhoc special projects

Office and Administrative Management (10%)

- Assisting with any office needs – i.e. IT liaison, phone lines, zoom etc.
- Assist with state registrations and extensions
- Board meeting setup – includes contacting board members to find out availability, setup zoom, compile strong board minutes, ensure board meeting runs smoothly.

Requirements

- MUST have knowledge of Raiser's Edge database
- MUST know how to clean up files for importing into RE
- MUST be in New York City and willing to visit our office building in Financial District at least twice per month until our office re-opens
- Computer proficiency required, including MS Office
- Knowledge of Omatic Software (preferred, not required)
- Self-motivated team player with a high sense of urgency and ability to handle multiple projects at once

- Outstanding communication skills, both written and oral
- Ability to handle sensitive/confidential information and be discreet
- Exceptional interpersonal skills; possess a friendly, professional demeanor, and positive presence
- An understanding of and affinity for Amref Health Africa's mission

How to apply

This role is part-time, up to 20 hours per week.

Please email a cover letter and resume to Emily Correale: correale@amrefusa.org. Please PDF your documents and use the subject line "Database and Office Manager application".

NO CALLS PLEASE!

Amref Health Africa is an equal opportunity employer, and we are deeply committed to creating an inclusive environment for all employees.