

Database and Office Manager Amref Health Africa in the USA



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).
- 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 -i.e. mailing lists for direct mail, and analysis/data reporting.

OFFICE AND ADMINISTRATIVE MANAGEMENT (10%)

- Assisting with any office needs – i.e. IT liaison, phone lines, zoom, ordering office supplies, etc.
- Assist with state registrations and extensions.
- Assist with upkeep of registrations for relevant payment platforms, BBB, guidestar, etc.
- Board meeting setup – includes contacting board members to find out availability, setup zoom, compile strong board minutes, ensure board meeting runs smoothly.
- Event support as needed.
- Physical office representative when needed.
- Adhoc special projects.



REQUIREMENTS

- MUST have strong knowledge of Raiser's Edge database. Experience with Salesforce considered.
- MUST know how to clean up files for importing into RE/Salesforce.
- MUST be in New York City and willing to be present at our office as often as needed (with advance notice).
- Computer proficiency required, including MS Office.
- Self-motivated team player with a high sense of urgency and ability to handle multiple projects at once.
- Shows initiative to improve efficiency in processes, problem solve through challenges and effectively present solutions to team.
- Outstanding and consistent communication skills, both written and oral.
- Ability to handle sensitive/confidential information and be discreet.
- Ability to adapt knowledge and experience to assigned tasks.
- Exceptional interpersonal skills; possess a friendly and professional demeanor.
- An understanding of and affinity for Amref Health Africa's mission, including a commitment to creating an inclusive environment for all colleagues and sensitivity to working with colleagues of different backgrounds.

TO APPLY

This role is part-time, up to 20 hours per week. Hourly rate is \$25 or higher based on skill and experience.

Please email a cover statement and resume to Jenny Peck: peck@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.