

Wright Dunbar, Inc
Contractor, Technical and Administrative

Wright Dunbar, Inc. (WDI), normally doing business at 1139 West Third Street (Suite 200), Dayton, OH 45402 is looking for a contract worker to assist with technical and administrative tasks on behalf of WDI and its various committees and subcommittees. Most work can be completed remotely but occasional time in the Wright Dunbar offices to complete certain tasks (mailings, file digitization) will be needed. WDI may be able to provide equipment/access to equipment to complete some tasks (laptop, copier, scanner). Responsibilities include the following:

- Maintain and ensure the accuracy of WDI's donor database, Little Green Light (LGL);
- Build, maintain, and publish giving/ticket web pages using LGL;
- Interface with the Dayton Region Walk of Fame Committee (DRWOFC) website liaison and update the (Wordpress) site;
- Provide LGL reports for WDI committee chairs as requested;
- Expand the use of LGL's functionality to benefit WDI and its end users;
- Process correspondence to donors and others, including appeals, donor tax acknowledgments, copying documents on letterhead, stuffing envelopes, mailing letters, tracking replies, etc.; respond to correspondence received from donors and inquiries received.
- Schedule meetings as requested; attend meetings and record minutes as requested;
- Maintain an electronic filing system for DRWOF committee/subcommittee minutes and correspondence using Google Drive; Digitize archival folders;
- Assist with the filing, organization, and storage of WDI documents;
- Provide support to the DRWOF judges via the judges liaison including maintaining the digital nominations database, scheduling meetings, creating Google Forms, etc.
- Be available to attend and assist with WDI/DRWOFC's largest fundraiser luncheon inducting new honorees into the Walk of Fame.

Wright Dunbar, Inc. will pay \$20 per hour for a 12-month period with the possibility of an ongoing agreement. The hours needed to complete the duties above will vary based on the volume received and time of year. It is expected that it will be an average of 20 hours per week, with the busiest time between June-October. The contractor will need to track and submit hours for compensation on a weekly basis.

Qualifications

- 1-3 years experience in fundraising, development, or administrative support.
- Good organizational skills, written and verbal communication, and strong attention to detail.
- Experience working with a CRM or other database where you are managing contact or financial data.
- Ability to create strong and meaningful reports using WDI's donor database (Little Green Light) to provide insight into fundraising and event activities.
- Strong technical skills including: Microsoft Office, G-Suite, database management, and Wordpress.

To apply, please email your resume and a cover letter to erica.hubler@wright-dunbar.org