
Company: Jitasa

Job Title: Fundraising Associate

Hiring Manager: Director of Client Services

Location: Boise, ID

Employment Status: Full Time

Description

Jitasa is the first and largest national accounting and bookkeeping services provider dedicated solely to the nonprofit sector. Since 2008, Jitasa has worked with over 600 nonprofits across the country, in all areas of the nonprofit sector. This position is to assist with the entry and management of fundraising data as a part of a new services offering.

Job Description / Responsibilities

- Pledge and payment recording
- Pledge and payment reconciliations
- Assist with client communication and management
- Assist with routine month-end and year-end processes
- Project Oriented
- Assist with task management with support offices

Skills / Qualifications

- Education: High School Diploma
- Excellent interpersonal skills/communication skills
- Experience with Excel and other MS Office applications required
- Project Management Ability
- Proficient in prioritizing tasks, organizational skills and attention to detail
- Blackbaud experience a bonus
- Non-Profit experience preferred