



**About Seva:**

Seva is a global nonprofit eye care organization that works with local communities around the world to develop self-sustaining programs that preserve and restore sight.

**Position Title:** Gift Entry Holiday Fundraising Position

As a non-profit we rely heavily on our wonderful donors. Seva is seeking temporary holiday fundraising staff to assist with our end of the year fundraising. The position will work with our Development team from approximately October 2023 – January 2024. This is an exciting opportunity to end needless blindness at an internationally known organization!

**Work Location:** This is an on-site position in our Berkeley, CA office.

**Hours:** This position will require 3 to 5 days of work per week, with some flexibility regarding the days and hours of work.

**Commitment:** This position supports our Gifts of Sight season which requires significant support during the holiday season. This position cannot offer vacation time/days off during the GOS season. The office is closed on Thanksgiving Day, Christmas Day and New Year's Day.

**Job Summary:** This position will work in a mission-critical role to ensure that Seva's program successfully reaches its fundraising goals during the height of the fundraising season. This is a donor-facing role that would be an excellent entry point into fundraising on a dynamic team.

**Job Responsibilities and requirements, include, but are not limited to the following:**

- Data Entry
- Gift fulfillment
- Providing customer service primarily via phone
- Ensuring database process and procedures are closely followed
- Other duties as needed/assigned to ensure the effectiveness of the program

**Qualifications:**

- Strong attention to detail and ability to multitask
- Must be a self-starter, proactive, and flexible
- Ability to enter data accurately and efficiently
- Excellent written and verbal communication skills
- Demonstrated track record providing exceptional customer service
- Ability to exhibit a friendly, patient, approachable demeanor and enjoys working with people
- Demonstrated track record working independently with minimal supervision
- Experience with MS Office software suite (Excel, Word and PowerPoint required)
- Proficiency with various software applications including database management

Please contact Amy Rubin, Human Resources at [arubin@hroptions.com](mailto:arubin@hroptions.com) if you are interested in this opportunity.

To find out more about Seva, please visit our website at [www.seva.org](http://www.seva.org)