



**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 2020 – January 2021. This is an exciting opportunity to end needless blindness at an internationally known organization!

**Position Hours:**

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

**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 primary via phone
- Ensuring database process and procedures are closely followed
- Must have a PC or laptop
- Must have reliable Internet Service
- Other duties as needed/assigned to ensure the effectiveness of the program

**Qualifications:**

- Strong attention to detail and ability to multitask
- 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
- Bachelor’s degree preferred
- Experience working in a non-profit environment preferred

**Work Location:**

This position will require limited work from our Berkeley office. Most of the work will be performed remotely. While working in the Berkeley office, employees will be required to follow health and safety guidelines including daily wellness check ins as well as other protocols for working remotely.

Interested candidates please do not call the office.

Send cover letter & resume to Blanca Rivera, Development Coordinator at [brivera@seva.org](mailto:brivera@seva.org)

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