



Position: Events Processing Assistant (part-time)

The Opportunity:

One of the most innovative fundraisers in the nation, Old Bill's Fun Run is also one of the most successful. Old Bill's has brought an astounding 250 million philanthropic dollars to the Jackson Hole community. These funds are busy feeding the hungry, supporting the sick and elderly, supporting youth extracurriculars, protecting wildlife, building affordable housing, enriching our lives through the arts and touching the lives of everyone in Teton County.

The Events Processing Assistant will play a key role in ensuring the success of Old Bill's. The primary responsibility of this part-time staff position is to accurately and efficiently process gifts that help fuel the nonprofit community of Jackson Hole.

Reports To: Finance Officer

Primary Responsibilities:

- Utilizing data entry standards of the Community Foundation, enter and update donor profiles for gifts made to Old Bill's.
- Enter donations into accounting Foundation software. Review the donations as completed for accuracy and generate excel reports to facilitate further review.
- Utilizing standards of the Foundation, ensure that documentation for deposits and donations is appropriately filed.

Our Ideal Candidate:

- You're detail oriented and obsess over getting things right
- You're passionate about the Jackson community and get excited about making an impact locally
- You're flexible and adaptable and you enjoy making other people's lives easier

Skills/Experience Desired:

- Computer Skills: Familiarity with Microsoft Excel and Word
- Quality: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality. Applies feedback to improve performance.
- Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources

Pay: \$25 / hour



Community Foundation
OF JACKSON HOLE

Dates of employment: September 3rd – October 4th; brief training session week of August 26th; exact work schedule and date range can be flexible based on candidate's other commitments; 20 hours per week on average

Contact: Please submit a brief resume or history of relevant job experience and a statement of why you're interested in the position to Kelsey Brehm at careers@cfjacksonhole.org by July 26, 2024.