

## **JOB DESCRIPTION**

Position Title : Donor Management & Fundraising Assistant

Reporting to : Head of Fundraising and Events

This list is by no means exhaustive and will be subjected to change from time to time as and when required.

### **Key Responsibilities:**

#### **DONOR MANAGEMENT**

- To update all donations entries accurately in MMCRAS and reconcile the income and main ledger.
- To assist in monitoring and management of the donation process including donation boxes.
- To assist in processing and handling all donations in cash and kind.
- To assist in producing reports, presentations and spreadsheets as and when required.
- To assist in producing weekly and monthly reports to superior and management.
- To assist in preparing gratitude letters and cards to donors as and when required, giving donors updates of their donations, current and future projects.
- Assist during fundraising events and functions.

#### **OTHERS**

- Assist in execution of projects within same department and other departments.
- Perform other tasks as and when the need arises to assist department head and other departments.
- Work as a team in providing input, ideas and networks towards the betterment of MERCY Malaysia.