



Job Title: Temporary Donor Database Assistant (W-2 | Temp-to-Potential-Perm)

Hourly Range: \$19.00-\$25.00 per hour

FLSA: Non-Exempt 15-20 hours per week

Supervisor: Chief Development Officer

Position Description: Mama's Kitchen is seeking a detail-oriented Temporary Donor Database Assistant to support our Development team with donor and gift data entry. This is a W-2 temporary role (15–20 hours/week) with the potential to become permanent. Ideal candidates have experience with data entry in complex databases (Raiser's Edge/Blackbaud preferred), strong attention to detail, and the ability to handle confidential information. On-site in San Diego with a flexible schedule and immediate start.

Primary Responsibilities:

- Accurately enter donor profiles and donation data into the Raiser's Edge donor management system
- Input data from paper batch records into the database
- Maintain a high level of accuracy, confidentiality, and attention to detail
- Follow established data entry procedures and quality control standard

Other Duties: As assigned by CDO

Software Used:

- Raiser's Edge (Blackbaud)

Training & Support:

- Training provided by the Database Administrator and Chief Development Officer
- Ongoing oversight and support throughout the assignment

Qualifications:

- Prior experience with data entry in complex database systems (beyond basic Excel entry)
- Experience with Raiser's Edge, Blackbaud products, or other donor management systems preferred
- Strong attention to detail and accuracy
- High level of computer and technology proficiency
- Ability to handle confidential information with discretion
- Ability to follow directions spoken and written
- Ability to closely follow recipes, guidelines and directives
- Desire to learn and grow as Mama's Kitchen defines and pursues new programs, quality standards, and opportunities to respond to newly identified needs.
- Excellent communication skills

- Friendly, responsible and professional demeanor is required at all times
- Be able to stand for long periods of time and move; walk; sit; use hands to handle objects, tools, or controls; reach with hands and arms; talk and hear. Employee must bend, stoop and lift and/or move up to 50 pounds unassisted on a regular basis.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Team player: Demonstrates cooperative spirit, respects professional boundaries and is successful at sharing responsibilities with others
- Self-led: Knows and completes responsibilities in assigned timelines, asks for clarifications when needed
- Sensitive to the circumstances and needs of the critically ill, as well as people with mental health and substance abuse issues
- Customer oriented: Works well with all stakeholders and promotes a positive image of the agency and works diligently to resolve customer issues
- Poised: able to maintain a calm, positive and constructive attitude during interactions with diverse populations, sometimes in challenging situations
- Decisive: Thoughtful when considering options, seeks input from others, makes difficult decisions when necessary
- Knowledgeable: Understands facets of job, keeps job knowledge current
- Well organized: Information organized and accessible, maintains efficient work space, manages time well
- Strong communicator: excellent verbal and written communication skills
- Technical savvy: Skilled with computers, proficient with function appropriate technology, learns quickly, uses technology to enhance job performance with the interest and ability to learn new technology
- Agile: Able to move effectively between big-picture thinking and hands-on logistics
- Takes Initiative: Takes action, seeks new opportunities, strives to see projects to completion
- Problem solver: Strong analytical skills and able to creatively address and solve problems
- Leads and gains results through others through example, communication, delegation, and accountability. Is a representative of Mama's Kitchen both internally and externally
- Motivated: Looks for opportunities to increase knowledge, works to increase responsibility, strives to achieve personal goals
- Creative: Ability to conceptualize fresh, compelling ideas for the department and agency
- Innovative: Creative, offers new ideas, risk taker, amenable to change
- Be able to stand for long periods of time and move; walk; sit; use hands to handle objects, tools, or controls; reach with hands and arms; talk and hear. Employee must bend, stoop and lift and/or move up to 65 pounds unassisted on a regular basis.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Background Check: All employees are required to go through a background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

Please send your resume to jobs@mamaskitchen.org