



Arnold Arboretum
University Administration

Business Title: Gift Processing Assistant
Department: Institutional Advancement
Job Type: LHT
Hours per week: 14 or less
Hourly rate: \$25
Benefits: Not benefits-eligible

Please Note: This is a part-time position for 10 hours per week (up to but not exceeding 14 hours in times of high volume) and is required to be performed in person at 125 Arborway, Jamaica Plain, MA . Timing of the hours is flexible but must occur between Monday and Friday from 9 AM to 5PM Free parking is available.

Please send a cover letter and resume to renee_deblois@harvard.edu by February 28, 2026

Reporting to the Development Systems & Operations Manager, this position is responsible for processing memberships and gifts to the Arnold Arboretum, performing membership, gift, and donor database entry and updates, and handling the coordination, assembly, and physical mailing of membership and gift acknowledgments. In addition, this role helps with other administrative needs for the Advancement team.

- Gift & Membership Entry:
 - Pulls and prepares regular reports of new gifts for processing; assesses gift information for correct routing within the team.
 - Enters memberships into the membership module of the CRM (Ellucian Advance) database using a combination of automated importing and manual entry.
 - Performs quality control review of any automated batches.
 - Handles the logging of completed gifts and memberships into the Arboretum's tracking system.
 - Adds and updates entity information in the CRM as needed, including biographical information, event registrants, email subscribers, mailing lists, etc. Maintains and updates database information as needed, following university policies and guidelines.
 - Completes accurate data entry and database updates quickly with minimal errors and conducts personal quality assurance; maintains a high attention to detail.
 - Follows standard operating procedures for database entry, adhering to policies and procedures set by Harvard and by the Arboretum; makes recommendations for improvements as needed.
- Coordination of Mailings:

- Prepares batches of acknowledgement letters and membership cards; works with colleagues to edit letters that need customization and coordinates staff signatures.
- Prints, assembles, adds postage, and mails acknowledgement letters/membership packets.
- Tracks where various batches are in progress and logs when processing completed, letters mailed, etc.
- Takes mailings to the post office.
- Other tasks
 - Monitors supplies and inventory.
 - Assists with printing name tags, labels, or lists as needed.
 - Helps monitor membership inbox and assists Individual Giving Associate with communications.
 - Perform other projects and tasks as necessary or as assigned by Development Systems & Operations Manager.
 - Participates as a team member at in-person Advancement events as needed, which may include evenings.
- Upholds strict confidentiality of donor and gift information.
- Maintains process documentation relevant to role and updates as changes are implemented.
- Please note: this position requires occasional off-hours event support work, which will be fully compensated.

Basic Qualifications:

- GED or high school equivalent.
- Database and office experience preferred.
- Strong desktop computer skills required, including data entry, word processing, spreadsheets, and the ability to learn new technologies and systems.
- Proficiency with Microsoft Excel.

Additional Qualifications:

- Experience with Fundraising/Development workflows preferred.
- Ability to communicate effectively with people from varied backgrounds and experience.
- Excellent organizational skills and attention to detail.
- Proven record of accuracy in both calm and fast-paced environments.
- Ability to work cooperatively as a team member and to work well individually.
- Demonstrated discretion, judgment, willingness to adapt to change, and ability to take the initiative to learn new tasks.

Physical Requirements

This position takes place in an office environment. Must be able to sit and type for long periods. Must be able to lift to 25 lbs.

Additional Information

The Arnold Arboretum of Harvard University is the oldest public arboretum in North America and one of the world's leading centers to study plants. Founded in 1872 and designed by America's first landscape architect, Frederick Law Olmsted, and the arboretum's first director, Charles Sprague

Sargent, the 281-acre arboretum is a historic landmark and one of the best-preserved of Olmsted's landscapes. A unique blend of beloved public landscape and respected research institution, the arboretum provides and supports world-class research, horticulture, and education programs that foster the understanding, appreciation, and preservation of woody plants. Along with a horticultural library and herbarium encompassing some 4.8 million dried plant specimens, the arboretum comprises one of the largest and best-documented woody plant collections globally, with over 15,000 living plants. To learn more about the Arnold Arboretum, please visit: www.arboretum.harvard.edu