



LOAVES & FISHES

Groceries for Neighbors in Need

Job Title: **Gift Processing Associate**

FLSA Status: Part-time Nonexempt, avg. 20 hours per week, some flexibility with schedule, busiest season is November – January

Reports to: Chief Development Officer

Revision Date: February 22, 2017

Send cover letter and résumé (no phone calls) to Lucy@loavesandfishes.org

POSITION SUMMARY:

The Gift Processing Associate reports to the Chief Development Officer and works closely with the Development team and Loaves & Fishes staff. He/she provides support for the Donor Database Coordinator.

ESSENTIAL FUNCTIONS:

1. In Raisers Edge, process and acknowledge financial donations made by check, through employer matching gift programs, phone-in, PayPal and in-kind donations
2. Provide appropriate acknowledgment including tax receipts in a timely and accurate manner; create and update acknowledgment letters on a regular basis; and identify constituent calls to be made by the Executive Director or Chief Development Officer through Action items in Raisers Edge
3. Enter volunteer information and hours such as job assignments, awards, and interests as provided by the Volunteer and Food Drive Coordinator into Raisers Edge
4. Produce and mail tribute reports to the family of deceased individuals or honorarium reports to individuals for whom Loaves & Fishes is designated to receive donations
5. Balance PayPal donations including transferring funds to Loaves & Fishes' checking account, and provide report to Accounting a minimum of once per month
6. Work with the Accounting Department to answer questions regarding batch reports
7. Assist the Donor Database Coordinator as needed and serve as backup in his/her absence
8. Respond to donor requests and questions regarding donations, acknowledgment letters, tributes, and receipts
9. Engage in continuous learning to increase skills and knowledge to better perform your job
10. Adhere to the Association of Fundraising Professionals Code of Ethics and Donor Bill of Rights
11. Attend staff meetings/trainings and other meetings as required
12. Represent the organization as required by the Executive Director
13. Participate in and support Loaves & Fishes' Fund Raising Efforts
14. Other duties as assigned

QUALIFICATIONS:

1. Minimum education requirements: high school diploma or equivalent degree; Associate or Bachelor's degree in a related field a plus
2. Two or more years of administrative experience preferred
3. Must have database/content management systems experience and be proficient in MS Office with an emphasis on Microsoft Word, Excel and Outlook. Experience with Raisers Edge software a plus
4. Excellent customer service, organizational, and oral and written communication skills a must and the ability to manage and prioritize multiple tasks
5. Accurate and efficient data entry, with emphasis on repetitive, systematic processes and problem solving abilities

6. High energy, positive, "can-do" attitude, flexibility, and teamwork
7. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
8. A passion for Loaves & Fishes' mission is essential

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____