

**JOB TITLE:** Gifts Processor

**DEPARTMENT:** Development

**REPORTS TO:** Development and Operations Analyst

**CLASSIFICATION:** Part-time, seasonal

**HOURS:** 20-25 hours / week based on workload. Early morning start M-F from Oct 2018-Jan 2019

**COMPENSATION:** \$10-\$14 / hour based on experience.

### **SUMMARY**

Ability to manage entry of gifts and acknowledgment of donors during a high volume season.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Sort mail and gifts received during the holiday season.

Enter gifts data into database, including donor information, donations, recognition, notes, and any needed actions. Follow processes and procedures to ensure consistent and accurate data entry, use of database features.

Prepare acknowledgment of gifts and tribute / holiday cards, as appropriate.

Assists with coordination of paper flow as needed.

### **QUALIFICATIONS**

Must have data entry and database experience. Gifts processing background and working knowledge of DonorPerfect a plus.

Needs to be highly detailed oriented, able to keep track of data at a high level and work quickly and efficiently.

Must demonstrate ability to work within an established work process with team members sharing interdependent responsibilities

Ability to handle confidential information in a responsible, mature, and discreet manner; able to exercise good independent judgment including interfacing in person or on the phone with very senior levels of executive level management and/or donor base.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent; experience with fundraising or data management software is preferred.

### **WORK ENVIRONMENT**

Work is performed in a normal animal shelter setting in proximity to a wide variety of animals.