

JOB DESCRIPTION

The Development Associate plays an important role in nurturing the Church Health Center constituencies. Responsibilities include accurately entering gifts into Raiser's Edge, aiding in reporting and reconciliation requests, and assisting with projects as needed in order to fulfill the goals and objectives of the organization.

RESPONSIBILITIES

- Process daily gifts (checks and cash), including accurate receipting and acknowledgment of donations in a timely manner striving for 24-hour turnaround time.
- Submit daily report to Development team for review.
- Input data entry and changes into Raiser's Edge in an accurate and timely manner.
- Create documentation of ongoing daily processes and procedures.
- Provide back-up coverage for Supervisor on all querying and reporting for Development and other work areas, as well as regular financial reconciliation with Accounting.
- Assist visitors, volunteers and staff as needed.
- Provide daily back-up coverage for the phones and front desk.
- Assist with other projects as needed.

QUALIFICATIONS

- High School diploma or equivalent necessary, some college is preferred.
- Some experience in a business (preferably service-oriented) environment and/or office environment.

SPECIAL SKILLS & KNOWLEDGE

- Ability to organize and work on multiple tasks simultaneously.
- Analytical, strategic thinking, and customer service skills.
- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.
- Excellent written, oral communication skills and presentation skills.