

Job Title:	Gift Processing Specialist	Department/Group:	Finance
Remote/Onsite:	Remote or Onsite, can tailor position to candidate	Contact:	Jo.Lammey@fmcusa.org
Level/Salary Range:	\$15 to \$20 depending on hours and experience	Position Type:	Full or part-time, can tailor position to candidate
FLSA/Class:	Hourly, non-exempt	Date Posted:	11/17/2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Open
Applications Accepted Online only - https://hr.fmcusa.org/employment/			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Be a part of a team that manages financial resources so that God’s work around the world can be accomplished. This cohesive group works cooperatively to create a positive donor experience and deliver resources where directed by those with strategic ministry responsibilities. The primary focus of this position will be processing donor gifts in donor management software.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Self-starter and self-directed once trained • Able to analyze transactional information and apply good decision making • Good communication skills and work well with others • Able to prioritize assigned tasks and meet deadlines • Trustworthy with confidential information • Accurate and efficient data entry • Proficiency with Microsoft Excel, and Outlook • Some college or trade school a plus, no degree required <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Experience with Blackbaud Raiser’s Edge a plus • Experience with Microsoft Office • Experience with Adobe <p>ADDITIONAL NOTES</p> <p>Job offers flexibility and meaningful work.</p>			
Reviewed By:		Date:	
Approved By:	L. Jo Lammey	Date:	11-17-2022
Last Updated By:		Date/Time:	