



The Catholic Services Appeal Foundation (CSAF) is seeking qualified candidates for a Gift Processing Specialist position. This is an exciting position during a time of growth and development at the CSAF! Interested candidates should email a cover letter and resume to CSAF's President, Tizoc Rosales at rosalest@csafspm.org

Summary:

The Gift Processing Specialist will perform gift processing and related duties for the Catholic Services Appeal Foundation and ensure the gift batching and bank uploading processes run smoothly and efficiently.

The ideal candidate will have strong customer service skills in communication, organization, multi-tasking, decision-making, adaptability, and technical knowledge. As a member of the team, each person helps with calls and emails to the Catholic Services Appeal Foundation Office.

This person will complete daily activities of the appeal including data entry, developing processes and procedures, and assist in preparing communications for the Appeal.

This person will be committed to the CSAF's work of sharing Christ's love with neighbors in need through ministries that Serve the poor, Support life, and Strengthen the Faith.

Roles and Responsibilities:

- Ensure gifts are scanned, batched, and uploaded in a timely and accurate manner.
- Import and export data.
- Look up donors and process gifts that are not a part of the batch process.
- Ensure all gifts are processed in the system and acknowledged efficiently, accurately, and in a timely manner.
- Assists in answering phone calls and emails and responding to requests in a timely manner.
- Assist with receiving, opening, and sorting mail by gift type and assist with gift entry.
- Run a ten key tape on batches of donations for banking deposits.
- Utilize Raiser's Edge Database system to answer questions and maintain donor records.
- Develop and maintain documentation for processes and procedures related to these functions.
- Responsible for completing all Parish updates.

- Assisting parishes to access information and respond to their needs allowing them to exceed their campaign goals.
- Assist other staff in daily activities.
- Perform other duties as assigned such as marketing support and event support.

Duties may change to meet the needs of the foundation.

Qualifications:

- Two years in operations for nonprofit organization preferred.
- Familiarity with Blackbaud, Raiser's Edge, Giving Trend a plus.
- Strong interpersonal and communication skills.
- Demonstrates good judgement, problem-solving and decision-making skills.
- Demonstrates of excellence in computer skills, Microsoft Office, with the ability to learn new applications.
- Demonstrates values of respect, self-initiative, strong work ethic, good attitude, team player, and professionalism.

Compensation will be commensurate with skills and experience. Competitive benefits package available.