

Alzheimer Society

D U R H A M R E G I O N

Title: Gift Processing Coordinator

Status: Part-time (21 hours per week)

Reports to: Director, Community Engagement

Position Summary:

Under the supervision of the Director, Community Engagement, this position will be responsible for the accurate and timely processing of gifts in Luminate Online and Raiser's Edge databases and be a participating member of the Alzheimer Society of Durham Region team. This position requires an individual who is highly detail oriented with a critical degree of accuracy regarding data entry and analysis.

Responsibilities:

Gift Processing:

- Responsible for reviewing, entering and posting of all income to the appropriate general ledger account in Raiser's Edge.
- Processes cheque, cash and credit card payments according to standard procedures
- Responsible for maintaining backup documentation for all donation data entry procedures
- Accurately processes all online donations from a variety of donor platforms.
- Responsible for resolving all issues related to Blackbaud Merchant Services credit card transactions, i.e., refunds, errors, declines and invalid credit cards.
- Manages automatic payment schedules for pledge payments, processing individual credit card payments via schedule set by donor.
- Works with accounting coordinator to confirm data in Raiser's Edge is reconciled with accounting records.
- Perform other duties consistent with the job classification, as required.

Donor Records:

- Responsible for adding and maintaining accurate constituent records
- Updates electronic donor records with current biographical and demographic information
- Coordinate administrative tasks and other duties as assigned.

Relationships:

Reporting to the Director, Community Engagement works as part of a multi-member team and has close working relationships with the Finance Department, Director of Operations and all ASDR

staff and volunteers. The Gift Processing Coordinator also maintains working relationships with clients, donors, and the general public.

Qualifications:

Education

- Bachelor's degree or relevant post-secondary school diploma and a minimum of 2 years gift processing experience with a non-profit organization.
- Experience with Raiser's Edge is preferred.
- Proficiency in Microsoft Office programs, including Word, Excel, PowerPoint

Experience

- Minimum of one year of experience working in an office environment
- Not for profit experience will be considered an asset
- Database experience an asset

Other Knowledge, Skills, Abilities, or Certifications:

- Good interpersonal communication skills (written and verbal) in English
- Good interpersonal communications skills (written and verbal) in French an asset
- Excellent organizational and time management skills
- Ability to deal with confidential data
- Good problem-solving and analytical skills
- Follow standard processes and procedures related to gift entry and report preparation
- Ability to work under pressure and manage multiple tasks simultaneously while adhering to deadlines
- Demonstrated ability to work independently and as a team
- Valid 'G' Ontario driver's license with access to a vehicle
- The successful candidate will be required to provide a Vulnerable Persons Check (police check) conducted within the last two months.

Physical Demands

- No special physical demands are required beyond the performance of general office duties

TO APPLY:

- Please submit your application to **jobs@alzheimerdurham.com** quoting **"Gift Processing Coordinator"** in the subject title. This position will be posted until filled.

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations it may have under human rights legislation.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: January 2022