

Temple Emanu-El Job Description

Job Title: Gift Processing Manager

Classification: Salary, Exempt

Status: Fulltime (Monday-Friday)

Reports to: Senior Director of Congregational Advancement

SUMMARY DESCRIPTION

The Gift Processing Manager will be a positive and organized self-starter who reports directly to the Senior Director of Congregational Advancement. The candidate will provide administrative support to the Senior Director of Congregational Advancement, be part of a productive, high-energy Development team, work well with staff and volunteers, and possess strong knowledge of Raiser's Edge.

KEY AREAS OF RESPONSIBILITY

New and Prospective Members

- Process gifts weekly to the Annual Fund, Tribute Giving, Friends of MAC, and Cinema Emanu-El, including deposit entries, acknowledgment letters/envelopes with stamps for gifts and pledge installments, pledge reminders/envelopes with stamps
- Provide a list of Tribute donors to Communications monthly
- Database entry as requested by the Senior Director of Congregational Advancement
- Trouble shoot miscellaneous donation issues
- Generate reports from Raiser's Edge
- Assist members with donations
- Process acknowledgments for all in-kind donations
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree a minimum
- Proficiency in MS Office (Word, Excel, Outlook)
- Strong knowledge of Raiser's Edge, including gift entry, queries, and reports
- Ability to work well with staff and volunteers
- Excellent communication skills
- Strong organizational skills
- Possess a professional and friendly attitude