

Central Reform Congregation  
Position Description  
Gift Processing Assistant

Date: November 5, 2021  
Incumbent:  
Job Title: Gift Processing Assistant  
Department: Development  
Employment Status: Regular / Full-Time  
Hours per Week: 20 hours per week  
Supervisor: Business Manager & Director of Development

The purpose and objective for the ***Gift Processing Assistant*** is to assist the volunteer leadership, clergy and staff in fulfilling CRC's development and fundraising needs. The incumbent must be a talented and ambitious individual who will support the fundraising and accounting team by maintaining the donor database, accurately processing, and recording gift information, preparing acknowledgement letters, reporting and special projects with other essential tasks as assigned. This role is focused on strategic and operational efficiency.

**Overall Responsibilities:**

**1. Accounting**

- a. Review, stage and enter all contributions to CRC including processing checks, reviewing, and scanning documentation, and posting donations.
- b. Review documentation ensuring that correct donor, fund allocation, pledge payment schedule and other critical information is accurately recorded.
- c. Ensure reconciliation reports are completed for Business Manager and prepare information for accounting software (Quickbooks) entry.

**2. Administration**

- a. Support the Director of Development by establishing and maintaining allocation records and donor pledge files
- b. Oversee record maintenance in CRC CRM database, including, but not limited to, creating new donor records, maintaining, and updating donor records
- c. Generate acknowledgement letters and notifications, and review, correct and customize each letter as necessary.
- d. Run reports and extract information from CRC CRM for mailings, meetings, and data analysis.
- e. Produce donor report for publications.
- f. Serve as staff support for Development Committee and other Development related committees as assigned.

**Education, Experience, Knowledge, Technical and Physical Requirements**

1. Bachelor's Degree
2. A minimum of 2 years' experience in accounting or administrative support
3. Familiarity with basic accounting principles required
4. Familiarity with fundraising preferred
5. Attention to detail in written and oral communication
6. Strong Computer Software skills (Quickbooks, Excel, Sales Force, Google Suite, etc.)
7. Knowledge of CRC Personnel Policies
8. Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local government standards, including meeting qualitative and quantitative productivity standards
9. Must be able to lift and carry up to 20 pounds
10. Must be an efficient and professional communicator in-person and on the phone
11. Ability to work in a fast paced environment with prolonged periods in front of a computer screen

Interested candidates should apply via email to [HR@centralreform.org](mailto:HR@centralreform.org)