



THE BASILICA OF SAINT MARY

Position Description: Gift Processor

Date: January 2024

Employee Name:

Department: Parish Operations

Supervisor: Financial Services Manager

Status: FT Non-Exempt (optional: two part-time positions)

Hours / Schedule: 40 hours / week Monday - Friday

Purpose of Position

Support the vision, mission and values of The Basilica of Saint Mary and The Basilica Landmark by providing data entry and administrative support to assist with tracking gifts, acknowledging donors, and preparing reports.

Scope of Position

This position reports directly to the Financial Services Manager. This position performs work for the Basilica of Saint Mary, The Basilica Landmark, and Basilica Events LLC. This position does not oversee any other staff member or volunteer.

POSITION QUALIFICATIONS

Knowledge Skills and Abilities

- Excellent attention to detail.
- Efficient, accurate data entry and gift coding skills.
- Database experience with Raiser's Edge NXT and Luminate preferred or comparable experience with Customer Relations Management (CRM) database and communications software.
- Strong skills in Microsoft Word 365 including Mail Merge, Excel, Outlook.
- Strong written communication skills.
- Strong organizational skills and ability to prioritize workload.
- Experience and/or interest in non-profit work.
- BA preferred, but not required.
- Experience working with volunteers preferred, but not required.

Physical Demands

- Able to walk up and down stairs.
- Work 40 or more hours per week when needed.
- Able to sit for extended periods.
- Able to do repetitive keyboarding.

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Mental Demands

- Ability to work as an integral part of a team.
- Ability to problem solve and research questions about donor's gifts.
- Ability to maintain regular attendance and be punctual.
- Ability to perform in situations requiring deadlines.
- Ability to work with minimal supervision.
- Strong oral and written communication skills.
- Ability to maintain confidentiality.
- Ability to prioritize tasks, workloads, workflow.
- Respects and values a diverse culture.

PRIMARY FUNCTIONS AND MAJOR ACTIVITIES

- Daily data entry of all gifts and pledges and other gift payments including cash gifts, stock gifts, 3rd party giving. Maintain updated information for constituents' electronic giving information.
- Manage timely and accurate updates to constituent data (i.e. address changes, phone number changes, births, deaths, weddings etc.).
- Ensure timely and accurate preparation and mailing of acknowledgement letters on a weekly basis.
- Review and coordinate process for past-due commitments.
- Run bi-monthly mailing lists for envelope company.
- Prepare a plan and queries to produce and mail annual donor tax letters.
- Provide timely audit reports for accounting for The Basilica and Landmark (Basilica fiscal year Jun 1 – Jul 30; Landmark Jan 1 – Dec 31).
- Provide timely (within 48 hours) response to email, voicemail and phone messages and communicate in a courteous and confidential manner.
- Be ready to work on time for all scheduled hours and accept additional responsibilities identified (as needed) by your supervisor.

Designation of Essential Functions

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

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Signature of
Employee_____Date_____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of
Supervisor_____Date_____