

Water Street Ministries Job Description Development Department Donation Processor

Summary: Assisting with sorting mail and processing donations as well as enabling the development department to build partnerships with people providing financial support.

FLSA: Non-Exempt

The Donation Processor must be:

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values and ministry philosophy.

Essential Functions:

- ☐ Sorting and opening mail
- ☐ Sorting donations by appeal and donation type
- ☐ Totaling and bundling donations
- ☐ Other tasks as needed

Qualifications:

- Familiarity with the five divisions and five core values of WSM
- Ability to support and respect the Christian faith and values of WSM
- Ability to understand and follow directions
- Ability to work effectively with others and without direct supervision
- Strict respect of confidentiality
- Able to manage details with accuracy and consistency
- Comfortable using an adding machine and working with numbers
- Should be detail-oriented
- Ability to multi-task

Training and Supervision: Initial orientation and ongoing support and supervision provided by the Development Specialist

Supervisor: VP of Advancement

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds.

Christian Life: As an employee of Water Street Ministries you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services and outreach ministries. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are important to your job.