

Water Street Mission Job Description

Donation Processing Assistant

Job Summary: The Donation Processing Assistant plays a critical role in helping the Advancement team proactively build partnerships with the community by helping to accurately reconcile and scan all donations.

The Advancement Team is responsible for proactively deepening strategic partnerships with the Lancaster County community, securing resources needed to execute all programs associated with our mission: to advance the Kingdom of God through the Gospel of Jesus Christ and to do missionary, relief and rescue work of all kinds. We aspire to inspire joyful generosity as we educate our community about poverty, especially individuals experiencing homelessness.

FLSA: Seasonal, Part-Time, Non-Exempt

All Water Street Mission staff must be:

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

Supervised by: Dir. Advancement Operations

Essential Functions:

1. Opening and batching mail per established standards and processes
2. Work in partnership with Dir. Advancement Operations and Accounts Receivable to consolidate, reconcile and deposit donations
3. Work in partnership with Dir. Advancement Operations and Partner Services Assistant to train and manage schedule of volunteers involved in opening and batching mail.
4. Scan donations into computer for importing into Donor Database.
5. Collaborate with vendors to confirm mail pieces properly scan
6. Verify accuracy of donor information, especially new and re-activated, as needed
7. Work in partnership with Partner Services Database Manager to cleanup and maintain quality of data in database, as time permits
8. Monitor daily operational needs of Advancement team, as time permits
9. Other Tasks as assigned

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Proven ability to juggle competing priorities in a fast-paced environment

Water Street Ministries Job Description Partner Services Assistant

- Detail oriented

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- Strong organizational and process management skills
- Desire to work collaboratively
- Experienced with Check Scanning technology
- Ability to work independently and manage time effectively
- Demonstrated ability to make good decisions independently.

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal Donor Services Assistant will possess:

- Motivation to see the lives of hurting men, women, and children restored
- High School diploma or equivalent
- data entry or clerical experience
- Ability to type accurately and efficiently (45 wpm)
- Experience ins fast paced office experience
- Person of integrity who can present strong character and employment references

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit – *continuously*
- Use hands to finger, handle, or feel – *continuously*
- Lift and/or move up to 35 pounds – *occasionally*
- Weekend and evening availability – *occasionally*

Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- ☐ Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- ☐ Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- ☐ Adhere to the Water Street Mission Employee Handbook.

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