



Position Title: *Gift and Data Processor*

Reports to: *Development Director*

Details: *Part-time – 20 hours/week (hourly rate based on experience)*

Reporting to the **Development Director** of the Catholic Schools Foundation and working closely with the Director of Allocations and Programs, the Gift and Data Processor is responsible for gift entry, donor updates, routine import and export of data, report and letter generation. This position also assists with school and student data tracking, database training and the documentation and maintenance of standards and practices.

Responsibilities include:

- Gift and acknowledgement process: timely processing of gifts, preparation of acknowledgment letters and pledge reminders; regular gift reports and monthly and post-event reconciliation (this includes processing of mobile and online gifts through Online Express and Mobile Cause).
- Maintain data uniformity and integrity; make all address changes and support staff members making other changes to constituent records; new record creation and general data management; regularly work on database maintenance issues and perform regular data clean-up through queries and exports/imports.
- Creation of reports and lists as requested, including donor listings, event registrations, and school and student data management
- Produce mailing lists and solicitation letters from RE
- Event registration and tracking
- Assist with mailings and events as called upon
- Backup the data manager and be trained on Crystal reports

Minimum requirements:

- Minimum two-three years of experience in Raiser's Edge, preferably in a non-profit environment.
- Preference for candidates who have knowledge of Crystal Reports and Online Express
- Proficiency in Microsoft Office Suite, particularly in Excel and an ability to perform mail-merge functions
- Extremely organized and detail oriented and able to keep accurate records
- Ability to work successfully in a team environment

Please no phone calls. Submit your resume and questions to Sue Gartside at sgartside@csfboston.org.