

Redwood Gospel Mission

Job Description

The Redwood Gospel Mission, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

- Job Title:** Donation Processing Database Assistant
- Location:** 1821 Piner Road
- Ministry:** Partner & Community Ministries
- Time Commitment:** 40 hours per week
- Supervisor:** Donation Database Manager
- Also works with:** Office Volunteers
- Qualifications:** Proficient with computer operations & software including database management. Microsoft Word including letters & mail merge; Excel including creating & managing spread sheets. Experience with cloud-based databases and online donation platforms helpful. Strong organizational and deductive reasoning skills, flexible, detail oriented, conscientious & a quick learner. Able to work with a team or independently; able to organize, prioritize and work under pressure. Good communication skills both oral and written. Able to count & handle cash, work with numbers, perform checks and balances, operate a ten key and perform data entry. Able to sit for long periods and to stand for periods of up to 15 minutes; able to lift a standard box of copy paper.

Position Summary:

Assist in processing financial and in-kind donations, perform accurate data entry & database maintenance and acknowledgments to partners (Donors).

Duties and Responsibilities:

- * All aspects of daily, weekly and monthly processing of monetary donations including but not limited to opening & sorting mail, preparing donation batches, data entry, preparation and printing of reports, creation of acknowledgement letters through mail merge & prepping letters for mailing.
- * Process and log in-kind donations from food donors and other in-kind donors. Prepare associated thank you letters.
- * Work collaboratively within the PCM department in discussion about and meeting of database goals.
- * Share responsibility for the most effective use of the database through keeping data information as accurate and current as possible.
- * Train and assist volunteers in the use of office machines, preparation of letters for mailing & filing.
- * Assist with donation related phone calls.
- * Other duties as assigned by supervisor.