



Redwood Gospel Missions Donations Processing Assistant

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

- Location(s):** 1821 Piner Road
- Ministry:** Partner & Community
- Time Commitment:** 40 hours per week
- Supervisor:** Donation Processing's Manager
- Also works with:** Office Volunteers
- Position Summary:** Assist in processing financial and in-kind donations, perform accurate data entry & database maintenance and acknowledgements to partners (Donors).
- 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 is helpful. Strong organizational and deductive reasoning skills, flexible, detail-oriented, conscientious and 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.
- Duties & 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 and 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 and filing.
 - *Assist with donation related phone calls.
 - *Other duties as assigned by supervisor.