

BISHOP'S ANNUAL APPEAL GIFT PROCESSOR & RECONCILIATION SPECIALIST

JOB SUMMARY

The Bishop's Annual Appeal for Catholic Ministries provides \$8 million in annual financial support for the following essential ministries of the Diocese of Dallas: pastoral and social services to those in need; education of our youth and seminarians; and formation of our priests and deacons. The diocese is comprised of 77 parishes and 1.3 million Catholics, and the success of the Appeal relies on their generosity. In each of the last several years, approximately 35,000 parish families have responded to this need by pledging generously to the Bishop's Appeal. The Gift Processor & Reconciliation Specialist will play a critical role in processing these gifts while following acceptable business standards and controls.

JOB RESPONSIBILITIES

Gift Entry into Raiser's Edge software

- Process gifts of currency, checks, money orders and credit card received via USPS mail.
- Process credit card gifts received online (Vanco).
- Process gifts received via daily imports from the lockbox (JPMorgan Chase).

Reconciliation with the Business Office

- Balance gift entry into Raiser's Edge software with deposit given to the business office on a daily basis.
- Balance pledge receivables on a monthly basis.

Donor Relations

- Follow-up with donors as necessary to ensure donor intent is being met.
- Follow-up with donors as necessary to secure updated credit card information.
- Update donors' contact information as received.
- Actively seek new addresses for donors whose acknowledgement letters, pledge reminders and/or declined credit card letters are returned.

Office Support

- Retain, organize and file appropriate gift documentation.
- Assist with development mailings as needed.
- Other duties as assigned.

KEY REQUIREMENTS

- Must be available to work from 9 – 5 with occasional overtime and weekends.
- Must have a professional demeanor and appearance.
- Must be flexible and a team player.
- Must be fluent in Spanish.
- Must have basic accounting and reconciliation experience and be skilled in 10-key by touch.
- Knowledge of Raiser's Edge software a plus.