



DONOR SERVICES ASSISTANT (16 HRS PER WEEK)

Christian Aid Mission assists indigenous ministries reaching their own people with the gospel of Christ in areas where there are no churches and no believers. Often these areas are places of poverty or persecution and where foreign missionaries are not allowed. We work with hundreds of indigenous ministries in eight regions of the world that share the gospel of Christ with over 1,700 ethnic groups.

Applicants may send their cover letter and resume to jobs@christianaid.org. No phone calls or drop ins please.

Position Summary

Checking accuracy of receipts and enclosing appropriate receipt insert of the month, brochures, etc. Includes preparing "First Gift Packets" each month. Maintains and files receipt records and keys donations as needed.

The Donor Services Assistant reports to the Donor Services Manager and is a member of Donor Services Team.

Essential Responsibilities

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1. Receipt Processing – 75%
Checking accuracy of receipts and enclosing appropriate field report of the month, brochures, etc. Includes preparing "First Gift Packets" each month.
2. Mail Opening – 15%
Opens mail as needed, date stamps and endorses checks and envelopes in preparation for Donor Services Associate.
3. Miscellaneous Duties as Assigned 10%
Misc. duties as assigned such as filing, sending, preparing and executing bank deposits, etc.

The essential responsibilities require the following **Knowledge/Skills/Abilities:**

- Detail oriented. Capable of following instructions.
- Ability to work effectively as a team member.
- A genuine concern and care for the donor as they serve and grow with the mission.
- Strong commitment to organizational mission

Level of Experience

1 – 3 years in data entry or customer service.

Level of Education

High School Diploma or equivalent.

Software expertise

Intermediate proficiency in Microsoft Office Suite, Understanding of Studio Enterprise (Customer Database), Internet

Religious Employer: We are a religious employer and we reserve the right to discriminate based upon religion pursuant to section 702 of the Civil Rights Act of 1964.