



Archdiocese of Newark

Office of Human Resources

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

POSITION DESCRIPTION

Position: Temporary Part Time Donor Records Specialist
Department: Office of Development & Stewardship
Reports To: Director of Development Operations
Classification: Non-Exempt

General Description

Primarily enters and edits constituent data to donor record. Enters parishioners' biographical information/data into computer using Raiser's Edge software.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Updates parishioner files on a database hosting 500,000 records.
- Assist our data entry team by looking up donor records and matching them gifts received via mail
- Verifies gift batches for accuracy
- Corresponds and speaks with donors regarding their gifts
- Other duties as assigned

Qualifications/Skills

- Detail-oriented
- Desire to work as a "team member"
- Outstanding organizational/communication/interpersonal skills
- Ability to adapt to the ebbs and flows of the fundraising seasons
- Ability to prioritize tasks
- Knowledge of Microsoft Office Suite, especially Word and Excel
- Knowledge of Raiser's Edge 7.9 a plus
- Proficiency in Spanish a plus, but not required

Education and/or Experience (Preferred)

- High school graduate or GED required
- Prior data entry and/or customer service experience a plus

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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