



## **Finance & Gift Processing Specialist**

### **Job Profile**

**12.19.21**

#### **Overview:**

This full-time position will provide support to the Development department and oversee database management, gift processing, prospect tracking and report running. Database management experience is required. This position reports to the CFO and Director of Annual Giving.

#### **Major Duties and Responsibilities:**

- Manage all database-related procedures, functions, records, analytics, and data integrity.
- Manage all gift entry including processing all cash, check, stock, and electronic gift payments and generating, distributing, and mailing acknowledgement letters.
- Manage all Abila Fundraising 50 constituent records including updating and coding constituent records in a timely manner.
- Set and help maintain standards of data management by responding to staff questions regarding data issues or associated programs; providing technical expertise; assessing requests and effectively communicate database opportunities and limitations.
- Prepare queries, reports, exports and mailing/email lists for the Development Office and other departments.
- Reconcile Development Office financial records with the CFO.
- Attend Development Team Meetings.
- Assist with department projects, including mailings, Annual Report, and stewardship.
- Generate Annual Report Donor Lists and proofread for accuracy.
- Create & maintain gift tracking spreadsheets for capital, endowment, or special gift efforts.
- Oversee acknowledgement and stewardship of gifts to capital, endowment, or special projects.
- Assist CFO with maintaining Quickbooks, including processing cash receipts and cash disbursements, payroll processing, bank reconciliations, month-end close procedures, record journal entries, perform credit card reconciliation, and other various assignments.

#### **Miscellaneous:**

- Handles special requests when needed
- Event support as necessary
- Other duties as required

#### **Qualifications:**

- 2 plus years' experience
- Database experience required
- Proficient in Microsoft Office Suite
- QuickBooks experience preferred
- Part Time option would be considered

To apply for this position please send your resume to  
Emily Zikorus, Director of Annual Giving at [ezikorus@rmhcmaryland.org](mailto:ezikorus@rmhcmaryland.org)