



Job Title: Donor Accounts Specialist
Location: UGM Administrative Offices, 1224 E Trent
Status: Part-time

Overview

The Union Gospel Mission is a comprehensive ministry with four shelters, three recovery programs, two thrift stores, automotive enterprise, and a summer camp and impact center for at-risk youth. UGM affirms each person's value and offers a pathway to a different life for people experiencing homelessness.

The Donor Accounts Specialist receives and processes monetary donations from those who choose to partner with UGM financially. A successful applicant will work with the rest of the Donations Processing team to honor the generosity of our financial partners in reaching those we are called to serve.

Responsibilities (training will be provided)

- Identify key components: types of money, mailings and codes
- Receive financial donations from various areas: administration desk, post office, online
- Prepare bank deposits: courier deposits, remote deposits, deposits taken directly to the bank
- Data entry: record money received in Donor Perfect database
- Generate receipts: for financial donations, soft credits, yearly statements
- Maintain donor database: research and update donor information, clean up donor records
- Pursue growth opportunities and participate in training as it becomes available

Required Qualifications

- Teachable spirit for on-the-job technological training: procedures, software, and devices
- High-level computer skills: speed with accuracy, mail merge, Microsoft Word and Excel
- Analytical skills: able to evaluate complex situations and solve problems
- Skills in working with codes and detailed information, data entry, microprocesses
- Conscientious, responsible mindset: understand and adhere to confidentiality guidelines
- Able to perform under the pressure of time-sensitive objectives
- Willing to provide extra availability during peak times of the year, particularly the holiday season
- Valid driver's license and vehicle

Compensation: Hiring range, depends on experience

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and competitive wages. Complete UGM's application for employment and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION
Sue.Rima@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202