



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – GIFT PROCESSING SPECIALIST

Department: Philanthropy

Supervisor: Director of Philanthropy & Membership

Pay Type: Full Time, Hourly, Non-Exempt

Date Posted: February 11, 2021

Position Summary: The Gift Processing Specialist works closely with the Philanthropy and Membership team, and the Accounting Department. The position is responsible for processing gifts and payments, preparing acknowledgements/receipts/pledge reminders, administering Corporate Partner benefit fulfillment, running various financial reports, updating the Raiser's Edge database, and managing the hardcopy filing system.

Essential Functions:

- Accurately record all gifts, pledges, and payments in Raiser's Edge database.
- Run acknowledgement letters/receipts in a timely fashion.
- Send pledge reminders/invoices on a monthly or as-needed basis
- Maintain/Update Raiser's Edge database, adhering to organization's data processing procedures.
- Maintain electronic and hard-copy donor files
- Provide appropriate recognition and benefit fulfillment for corporate and individual donors.
- Produce accurate and timely queries, reports, and donor lists as scheduled or needed.
- Undertake special assignments for the Director of Philanthropy & Membership and/or other departments.
- Participate as a team member in Philanthropy and Membership programs and events.
- Assist Membership Department with data input, projects and events as needed.
- Serve as Philanthropy Project Coordinator back-up for sick days and vacations.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests
- A flexible and collaborative culture is important. Other duties may be assigned within the department as well as across the organization.

Education & Qualifications:

Education: Associates degree or equivalent work experience, preferably in a philanthropy office

Experience: Strong working knowledge of Raiser's Edge and Microsoft Windows software preferred;

Skills/Knowledge/Licenses: Ability to multi-task, work in a fast-paced environment, prioritize tasks, manage time, work with a team, and openly communicate with others

Working Conditions:

Regular office environment; occasional assignment to off-shift duties. Requires ability to operate computer other office equipment, plus mobility in office, grounds, and exhibition areas. Ability to lift up to 10 pounds frequently and up to 25 pounds occasionally.

If you are interested in working for one of West Michigan's premier cultural institutions with a highly motivated team...

send your cover letter and resume to hr@meijergardens.org or apply online at

<http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.