



## JOB DESCRIPTION St. Anthony Shrine

<b>Job Title:</b>	Gifts & Records Processor
<b>Department:</b>	Development
<b>Reports to:</b>	Director of Development Marketing & Operations
<b>Location:</b>	St. Anthony Shrine 100 Arch Street Boston, MA 02110
<b>FLSA Status:</b>	Full-Time, Non-exempt
<b>Hours:</b>	9am - 5pm Monday through Friday (40 hour week) Full-time in-person position
<b>Prepared Date:</b>	April 1, 2022
<b>Approved by:</b>	Fr. Tom Conway, OFM

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### SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the Gifts & Records Processor to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine’s ministry has remained constant for 75 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through regular Masses each week, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has over 20 outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

The Gifts & Records Processor is responsible for entering, reviewing, and maintaining gifts and donor records in the Raiser’s Edge database. This includes entering gifts in the form of checks, cash, credit cards, recurring gifts, matching gifts, gifts of securities/stocks, in-kind gifts, and online gifts. The Gifts & Records Processor will also perform mail sorting and processing of Development mail; cleanup and management of donor records; writing and revising of policies and procedures; production of gift acknowledgements in a timely manner; and handling of donor inquiries. This position requires a high degree of accuracy and detail-orientation.

## **PRIMARY DUTIES AND AREAS OF RESPONSIBILITY**

1. Help sort Development mail in preparation for deposit and gift entry.
2. Ensure that data entry of all gifts and pledges are entered in Raiser's Edge accurately and timely. This includes entering gifts in the form of checks, cash, credit cards, recurring gifts, matching gifts, gifts of securities/stocks, in-kind gifts, and online gifts.
3. Update names, mailing addresses, and other donor information changes, add new records, and merge duplicate records, etc., to ensure clean data.
4. Work in conjunction with the Finance Office to ensure gifts are posted in both Raiser's Edge and QuickBooks in accordance with the current procedure.
5. Export data from Raiser's Edge and produce gift acknowledgements using Microsoft Excel and Word mail merge functions.
6. Contribute to the development, implementation, and improvement of policies and procedures around gift processing, records maintenance, and gift acknowledgements.
7. Handle incoming donor inquiries and provide excellent customer service.
8. Maintain a high degree of accuracy and timeliness of data entry.
9. Other duties as assigned.

## **ADDITIONAL RESPONSIBILITIES**

In addition to the tasks outlined above, it is a requirement of the Gifts & Records Processor to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.

## **REQUIRED QUALIFICATIONS**

1. Experience working with a culturally diverse workforce and constituencies; excellent human relations skills
2. Proficiency in data entry (Raiser's Edge experience a plus), data imports and exports, and Microsoft Office Suite
3. Strong analytical, organizational and communication skills
4. Ability to work with minimal supervision
5. Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and manage multiple priorities to ensure goals are met in a timely manner.

## **ADDITIONAL REQUIREMENTS**

1. Able to sit at a computer for extended periods of time.
2. Able to work evenings, weekends and holidays as needed.
3. Work well with a diverse group of employees, Friars, volunteers and vendors.
4. Be punctual and able to meet deadlines.
5. Maintain confidentiality.
6. Be flexible and demonstrate sound work ethics.
7. Be respectful, honest, trustworthy and possess cultural awareness/sensitivity.

**EDUCATION AND/OR EXPERIENCE**

Data entry experience with a proven history of accuracy; Raiser's Edge knowledge preferred.

**PHYSICAL DEMANDS**

The Gifts and Records Processor will spend time sitting in front of a computer doing repeated tasks.

**WORK ENVIRONMENT**

Professional office in a business/residential religious building.

**HOURS**

40 Hours per week Monday through Friday, 9am – 5pm

This is a full-time in-person position.