

THE SCOTT MISSION

Job Posting

Position: Gift Processing Associate

Department: Marketing and Philanthropy

Work Location: 502 Spadina Avenue, Toronto, ON M5S 2H1

Status: Full Time Permanent

Hours: 37.5 hours per week

Start Date: ASAP

Responsibilities

- Enter all gifts in batch entry and generate tax receipts and acknowledgement letters for donors
- Assist in preparing cash and cheques for deposit by batch, and produce appropriate documentation for Finance
- Create records for new donors and make necessary changes to existing donor records in fundraising database
- Responsible for gift processing via all sources such as stock transfers, EFT, donor advised funds, cheques, credit cards, planned gifts, etc.
- Being able to identify and soft credit donors
- Answer phone calls courteously and take donations over the phone and respond to donor inquiries
- Support staff of the Operations team as needed.
- Make donor stewardship phone calls
- Other duties as assigned

Qualifications

- Have a solid and vibrant Christian faith. Regular attendance at a recognized church or worshipping community.
 - Hold a solid understanding of Christian ministry and application.
 - Agree with and support The Scott Mission's Christian Statement of Faith, Goals, Objectives, Conduct Policy and Philosophy of Ministry.
 - Has experience with Raiser's Edge or similar fundraising database, specifically data entry, gift batching and receipting.
 - Demonstration of problem-solving using combination of know-how, soft skills, and business acumen
 - Strong analytical and conceptual thinker who can learn quickly
 - Knowledge of CRA tax receipting guidelines.
 - Proficient in MS Office and comfortable working extensively with computers
 - Is detail-oriented and can enter information with accuracy and speed
 - Has impeccable telephone etiquette
 - Respects the confidentiality and privacy of donors
 - Is flexible in a team environment and is a team player
 - Able to multi-task and work independently
 - Superb command of the English language (both written and oral)
 - Affinity for working in a medium-sized non-profit, charitable environment
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Please submit a cover letter detailing how you meet the job requirements to careers@scottmission.com