



Open Position: Accounts Receivable & Stewardship Coordinator Part Time

Idlewild Presbyterian Church belongs to the PC(USA) and thrives with our mission to pursue, personify, and practice as Presbyterians the good news of reconciliation and salvation in Christ through worship, formation, nurture, and outreach. Idlewild seeks to be a welcoming place where questions are as important as the answers.

Idlewild seeks ...

- a detail-oriented, systems thinker to provide high-quality, consistent data management.
- a strong communicator who desires to make connections and build relationships with stewardship and legacy giving.

The Accounts Receivable & Stewardship Coordinator will report to the Finance Administrator and will collaborate with the Head of Staff and the Director of Operations and Communications. This position will staff the Stewardship Committee and serve as a primary liaison with donors, who are primarily church members.

The Accounts Receivable & Stewardship Coordinator will be responsible for Realm and optimizing its functionality to meet the giving needs of the organization. The Accounts Receivable & Stewardship Coordinator will record, process, acknowledge, and report on all contributions. The Accounts Receivable & Stewardship Coordinator will provide timely collection, cleanup, retrieval, and analysis of donor and prospect data.

Responsibilities

Operations

- Capture and manage constituent data through Realm
- Assure the accuracy and consistency of all records
- Learn, implement, and oversee best practices for donor and prospect data management
- Perform regular database maintenance activities to correct duplications, errors or omissions, track user activity, and find actionable patterns
- Manage accounts receivable function, including regular pledge statements
- Serve as the system administrator for Realm and as the liaison with the Director of Operations and Communications to coordinate system updates and troubleshoot issues
- Write and maintain reference documents related to this position, including a calendar of recurring tasks

Gift Processing & Acknowledgement

- Responsible for all gift processing, acknowledgment, receipting, and recurrent giving
- Support the Finance Administrator by ensuring accuracy and reconciling with the general ledger
- Correspond efficiently and in a timely manner with donors via phone and email

Reporting

- Develop and maintain a system for generating, organizing, and distributing reports
- Create dashboards to document trends and progress on fundraising goals
- Conduct data analysis on appeals to determine ROI, trends, and success of messaging
- Produce custom queries and reports

Fundraising & Donor Relations

- Segment constituents for email marketing, mail appeals, actions, and gifts
- Create and execute mail, email, and phone campaigns, including the creation of lists, preparation of data merges, and fulfillment
- Coordinate, implement, and update appeals
- Maintain up-to-date solicitor assignments and notes
- Assist with preparations for event related fundraising

Qualifications

- Bachelor's degree
- 3+ years of directly related work experience
- Experience with donor databases – management and reporting experience preferred
- Knowledge of accounting procedures a plus
- Experience with church stewardship a plus
- Proficiency with Microsoft Office Suite, databases and research tools
- Ability to prioritize and efficiently manage multiple deadlines and tasks
- Ability to perform repetitive tasks without supervision
- Keen attention to detail
- Excellent communication skills, both oral and written, and strong interpersonal skills
- Ability to learn new technology quickly
- Customer service oriented, with professional team oriented work style

The ideal candidate will be:

- highly motivated, positive, and entrepreneurial minded.
 - a team player who is energetic, flexible, and proactive.
 - willing to work with a small team in a collaborative, fast-paced, creative environment.
 - able to take a job from conception to completion and open to doing whatever it takes to get the job done.
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The annual salary range for this part-time (20 hour per week) position will start at \$18,500 and depend on the candidate's experience.

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate summary of those principal job elements. This position may be required to perform other duties and responsibilities as assigned.

Qualified applicants should send a cover letter outlining interest, experience, and potential fit for the position along with a resume to jobs@idlewildchurch.org. No phone calls, please. We thank all applicants for their interest; only those selected for an interview will be contacted.