

## St. Francis Convent – Job Posting



**Position:** Gift Services Associate - PT

**Position Summary:** The Part-time Gift Services Associate performs the timely receipt, processing, and acknowledging checks, cash, credit card, and other donation vehicles by donors who donate to the Sisters of St. Francis of Assisi.

### **Requirements:**

**Education and/or Experience:** An associate degree and three to five years of experience in a similar, non-profit or financial role. Experience with contact record management (CRM) systems such as Blackbaud's NXT/Raiser's Edge or another similar donor CRM is preferred.

### **Skills/Abilities/Knowledge:**

- Detail-oriented.
- Works well independently, self-motivated.
- Commitment and demonstrated ability to maintain confidentiality and a high degree of accuracy.
- Good math skills.

### **Details:**

- **Non-Exempt, Part-time (Monday-Friday), 20 hours per week**
- **Pay rate:** \$15-\$18/hr (based on experience)