



Mustard Seed Communities

Donation Processor

Part-time (30 hours) Position based in Medfield, MA (15 miles outside of Boston)

Organization Overview

Mustard Seed Communities (MSC) is an international nonprofit organization dedicated to caring for the most vulnerable populations throughout Jamaica, Nicaragua, Dominican Republic, Zimbabwe and Malawi. Founded in 1978, MSC provides loving and lifelong care to over 600 children and adults with disabilities, children affected by HIV/AIDS, and young mothers in crisis. In addition, MSC manages sustainable agriculture initiatives and provides education, nutrition, and vocational training to marginalized communities. Mustard Seed Communities is a faith-based organization, inspired by the healing and caring ministry of Jesus Christ.

MSC has an annual budget of over \$4M and is growing steadily with a committed base of donors throughout the United States. Over 1,400 volunteers participate in Mustard Seed Communities' mission program each year. The mission program provides volunteers with a unique opportunity to live and work among MSC residents and staff. As a result of experiencing the work of MSC firsthand, mission volunteers often become MSC's biggest supporters and advocates. Mission volunteers play a critical role in the development and fundraising of MSC USA.

Visit www.mustardseed.com for more information about the organization.

Position Overview

The Donation Processor performs all gift processing with consistency, accuracy and strict attention to detail including bank deposits, data entry, acknowledgements, and reporting. S/He maintains the database for donors and volunteers with a focus on ongoing data hygiene. S/He responds to donor and volunteer inquiries. S/he maintains a high level of accuracy, confidentiality, and integrity, and cultivates a strong base of knowledge in Donor Perfect and Blackbaud.

The Donation Processor reports to the Manager of Development and Stewardship. This is an opportunity for a talented and highly organized individual seeking experience at a medium sized growing non-profit organization with an internationally focused mission. This is an on-site position; you must be located within commuting distance of Medfield, MA.

Specific Responsibilities

Database Administration

- Perform timely gift entry and data processing including processing credit card charges, checks, gifts of stock, restricted gifts, and sustaining gifts
- Manage interaction and transfer of data between two databases
- Maintain records on donors, volunteers, and prospects including gifts and pledges, correspondence, bio, research, and relationships
- Run statistical, financial, and constituent reports responsive to the needs of staff
- Maintain internal documentation (User Manual) of data practices including development of and updating of standard operating procedures
- Ensure integrity and security of the constituent database through routine maintenance
- Take a leadership role in recommending improvements to current gift entry process to increase efficiency while maintaining internal controls and data integrity
- File and maintain physical backup of gifts and pledges applying knowledge of document retention requirements
- Coordinate with Finance department regarding monthly close, reconciliations, and annual audit preparation

Donor Correspondence

- Ensure the delivery of appropriate, personalized, and timely gift acknowledgement to donors
- Generate pledge payment reminders and other routine donor communications
- Initiate email and phone correspondence with donors, volunteers, and prospects who have questions or request information
- Respond to requests regarding donor recognition and giving history
- Submit documentation to verify and secure matching gift opportunities
- Develop and maintain strong relationships with donors and volunteers

General

- Share general office responsibilities
- Develop and maintain relationships with international MSC staff
- Other duties as assigned

Qualifications/Experience

- Proficient in MS Office and ability to quickly become proficient in other software programs
- Experience working with a donor management system (Donor Perfect and Blackbaud knowledge a plus)
- Dedication to and understanding of Mustard Seed Communities' mission
- Superior interpersonal, verbal, and written communication skills; ability to work well with many different types of people
- Self-starter with strong time management, project management, and organizational skills

Mustard Seed Communities | 29 Janes Avenue | Medfield MA 02052 | 508.242.9622
www.mustardseed.com

Jamaica | Nicaragua | Dominican Republic | Zimbabwe | Malawi

- Meticulous attention to detail
- Ability to balance multiple projects and varying priorities and objectives with ease
- Ability to work independently and collaboratively
- Good judgment and ability to handle confidential information with discretion
- Intellectual curiosity and eagerness to learn new skills

To apply, please submit cover letter and resume to careers@mustardseed.com.