POSITION PURPOSE: Responsible for processing gifts to the Foundation by entering the gifts in the donor database, processing gift receipts, pledge reminders and matching gift forms. Build donor records and change information by updating, entering, and maintaining records within the donor database. This position also assists with producing reporting, gift queries, and answering donor inquiries. This position will maintain the integrity of the database by accurately entering information in compliance with established business rules and procedures.

JOB QUALIFICATIONS:
Education: Associates’s Degree or two years of work experience with data entry/data processing in lieu of degree. High School diploma or Equivalent required.

Experience: Two years experience with data entry, data processing, experience working with others to solve problems and coordinate activities in a team environment. Experience with data entry, typing, proofreading, grammar and spelling. Experience with Microsoft Office, especially Word and Excel.

Raisers Edge experience and experience with gift processing and records management preferred.

ESSENTIAL FUNCTIONS:
Confidentiality
This position has access to confidential and sensitive information regarding patient data through the patient records system and donor database (multiple software applications). Adhere to all HIPAA regulations and understand PHI and PII requirements.

Demonstrates ability to independently perform
Work independently, manage time effectively and efficiently, prioritize multiple projects to meet deadlines. Exercise independent judgement and take initiative as appropriate. Be accurate and pay attention to detail; synthesize, analyze, critique and offer recommendations as appropriate.

Gift processing
Process gifts to the Foundation ensuring accuracy, and in accordance with Foundation policies and procedures. This includes reviewing documentation, appropriately identifying, and applying gift designations, notifying appropriate staff of special gift situations, generating acknowledgement letters, charitable receipts, and tribute documents. Process credit card gifts, including reoccurring gifts, via web, mail, or telephone. Maintain appropriate supporting documentation in compliance with Foundation policies and procedures. Generate monthly, quarterly, and annual financial reporting to corporate finance, as required. Generate daily gift reports and provide to fundraising staff, as required. Reconcile gift batches, research discrepancies, and ensure all
necessary information is accurate and available for audit.

Record maintenance
Assist with maintaining the donor database by completing assigned projects. Perform donor database audits monthly, and as needed, to ensure database accuracy, integrity, and maintenance of constituent information. Verify biographical information with existing data in database and create donor, prospect records when needed, ensuring that records are accurate, organized, detailed, and updated timely. Process all demographic correction changes in a timely manner, without duplication and maintain the data for mailing lists, reports, audits, and other fundraising purposes. Assist with records review as necessary and update records such as board members, physicians, and employees.

Other Support
Troubleshoot problems, help improve overall processes, and ensure deadlines are met. Assist with the creation and maintenance of queries, importing and exporting of data. Produce reporting following established procedures and complete by set deadlines. Assist with the extraction and reformatting of donor database reporting to ensure data is appropriately captured for accuracy, analysis, and auditing purposes. Help identify and implement opportunities for automation of processes such as gift entry, list creation and segmentation, gift acknowledgment, and other database functions.

Sharp HealthCare is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability or any other protected class

Schedule: Eligible for hybrid
Position Contact: Melissa Sullivan, melissa.sullivan@sharp.com

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