



<b>Job Title:</b> Gift Processing Coordinator, Part Time	<b>Location:</b> Manhattan/ Melville
<b>Reports to:</b> Donor Care Manager	
<b>Supervisory Responsibilities:</b> None	
<b>Transparent Salary Range:</b> \$25 - \$30 per hour (up to 21 hours per week)	
<b>Type of position:</b> Part-time, 3 days per week	<b>Nonexempt</b>

**Position Summary:**

The **Gift Processing Coordinator, Part Time** is responsible for accurate and timely gift entry into the donor database, Salesforce. This position is an integral part of the finance and data team and will report to the Donor Care Manager. This position is up to 21 hours (3 days) per week and is generally expected to be on-site in the midtown Manhattan or Melville office.

**Essential Job Functions:****Gift processing:**

- Track incoming gifts in an internal tracker
- Transcribe donor and donation information and create import files using Excel
- Data entry into Salesforce for donations (checks, cash, EFTs), matching gifts and wish assist in-kind
- Manage third party donation sites, including gathering and processing donation files and maintaining account credentials
- Compile folders with original donation paperwork and deposit backup
- Support acknowledgement letter process by printing and mailing letters
- Collaborate with Make-A-Wish America on imports
- Compile and organize backup documentation in SharePoint
- Backup for Donor Care Manager

**Essential Skills and Abilities:**

- Highly organized and communicative
- Exceptional attention to detail
- Ability to manage tasks effectively, proactively and willing to take initiative
- Solid team player who provides stellar customer service in a professional and pleasant manner



- Maintain the integrity and confidentiality of donor and Make-A-Wish data

**Qualifications:**

- Associate degree or 1-2 years of professional experience
- 1-2 years of Salesforce data entry experience is required
- Strong organizational, verbal, and written communication skills
- Must be computer proficient with Microsoft Excel, Word, and Outlook, and web browsers
- Commitment to and a passion for the mission of the Make-A-Wish Foundation

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

**Diversity, Equity & Inclusion Commitment Statement:**

Make-A-Wish is committed to championing diversity, equity and inclusion, fostering an organization that is accessible and welcoming to all. Our vision to serve every eligible child is not only an aspiration; it is a strategic intent. In order to reach every eligible child, we need to continually evaluate and evolve along with our demographic environment. It is only through our mosaic of different cultures, perspectives and experiences that we can grant life-changing wishes to every eligible child.

**How to Apply:**

\*\*Please copy and paste the link below in your browser to complete & submit our formal application on behalf of the Gift Processing Coordinator, PT

**<https://app.trinethire.com/companies/295033-make-a-wish-foundation-of-metro-new-york-and-western-new-york/jobs/116105-gift-processing-coordinator-part-time>**