

Giving Data Specialist

All Saints Church, Pasadena Pasadena , CA

Full-time (Hybrid - remote and on-site)

About the job

The purpose of this position is to provide excellent stewardship of All Saints' donors and to ensure accurate and timely processing of all income. This position reports to the Director of Giving & Stewardship.

Essential Responsibilities:

- Establish familiarity with donor list, providing prompt response to donor requests/needs and building trusting relationships
- Prepare and process deposits from all income sources (checks, credit cards, online, Sunday giving)
- Manage gifts from Donor Advised Funds, IRAs, and estate plans (bequests, gifts to endowment)
- Process pledges as received
- Provide regular Giving reports including data for financial and gift tracking
- Collaborate with Finance Office to ensure efficient and timely monitoring and processing of funds
- Collaborate with Administrative Assistant to produce timely gift acknowledgments
- Assign and distribute pledge payment envelopes
- As requested, support the work of the Giving Advisory and Finance Committees

COMPLIANCE & INTEGRITY : Consistently supports compliance and the All Saints Church Code of Conduct by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and All Saints Church policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Code of Conduct; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments. All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

SERVICE & QUALITY: In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the All Saints Church, as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our patients, and to purchasers, contracted providers and vendors.

WORKPLACE SAFETY: In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately. Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.

Qualifications:

- **Service Oriented** - Giving full attention to what people are saying, taking time to understand the points being made, asking questions as appropriate, and handling situations with care and professionalism. Actively looking for ways to help and provide a high quality of donor stewardship.
- **Proactive Critical Thinking** - A creative problem-solver that uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Confidentiality** - Maintain confidentiality regarding sensitive topics and financial information.
- **Attention to Detail** - Review correspondence for correct spelling and grammar, ensure that organizational format policies are followed, dependable and accurate data entry practices.
- **Thorough** - Address work tasks with care from the onset until the issue identified is addressed.
- **Organized and Adaptable** - Often called upon to shift and coordinate multiple schedules to accommodate new projects and/or adapt to changing priorities. Conscientious and calm while navigating a high volume of tasks.
- **Computer Skills** - Facility with Microsoft Word, Excel, Database Navigation, Outlook e-mail and hybrid working environment tools (video conference, remote scheduling, etc.)
- **Strong Accounting Understanding**

Preferred Qualifications:

- **2+ years donor relations experience**
- **Familiarity with stock market transactions**
- **Experience with ShelbyNext Financials and Shelby Arena a plus**

All Saints Church is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status. All Saints is an LGBTQ+ welcoming and affirming organization.

External hires must pass a background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws, as well as applicable local ordinances, including but not limited to the Los Angeles Fair Chance Ordinances.

Benefits: Paid Time Off, Retirement Plan, Health, Vision, and Dental Insurance

Salary: \$62,400

How to apply: Email your resume and cover letter to skramer@allsaints-pas.org with the title of the position listed in the subject line of the email.