

# JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,  
is currently seeking applicants for the following position

## Development Specialist I - Part Time

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

### SUMMARY

The primary role of a Development Specialist I is to be responsible for the overall integrity of the donor database. This person will contribute both independently and as a team member to the overall fundraising and recruitment efforts of the organization by performing the essential functions listed below.

### EDUCATION AND/OR EXPERIENCE

- Minimum High School Diploma or GED
- Minimum of two years experience in a development/fundraising setting preferred

### QUALIFICATIONS

- Data experience with **Raiser's Edge preferred**
- Proficient in MS Word and MS Excel, **Access**, Outlook and the internet. Ability to work from multiple tabs/windows across multiple programs
- Experienced in standard bookkeeping procedures
- Self-starter with ability to work well under pressure, manage multiple projects simultaneously, meet deadlines and pro-active problem solver
- Sensitivity to the service population's cultural and socioeconomic characteristics

### PRIMARY DUTIES AND RESPONSIBILITIES

- Process and record approximately 50-150 gifts weekly and generate gift acknowledgements
- Create new records, input/update address information, notes, relationships, and other pertinent information in records as needed
- Produce financial reports and assist with income tracking weekly, monthly, and quarterly
- Welcome occasional visitors and accept deliveries
- Arrange training for staff on use of database
- Designs and runs queries to extract and compiles data for reports
- Prepares deposits and codes the information in advance of data-entry; verifies input to ensure accuracy of completed work, and scans/edits for errors during processing
- Responds to donor and staff inquiries by researching and resolving problems related to transactions handled by the department
- Identifies extraordinary giving patterns and notifies the Financial Development officers for follow-up
- Such other duties as assigned.
- Occasional night or weekend hours required for special events, as required to support the organization.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources