

JOB POSTING

The Florida United Methodist Children's Home
Is currently seeking applicants for the following position

Development Specialist I

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through (w)holistic care.

SUMMARY

The primary role of a Development Specialist I is to be responsible for contributing to the integrity of the donor database through accurate and timely data entry. 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

- Minimum High School Diploma or GED
- Minimum of two years' experience in a customer service/office setting preferred

QUALIFICATIONS

- Data entry experience with **database software**
- Intermediate user in Microsoft Word, Excel and Outlook. Ability to work from multiple tabs/windows across multiple programs
- 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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process and record approximately 200-400 gifts weekly and generate gift acknowledgements.
- Create new records, input/update address information, notes, relationships, and other pertinent information in records as needed.
- Prepare deposits and code the information in advance of data-entry; verify input to ensure accuracy of completed work, and scan/edit for errors during processing.
- Merge and print letters, labels, and envelopes.
- Welcome occasional visitors and accept deliveries.
- Run queries to extract and compile data for reports.
- Respond to donor and staff inquiries by researching and resolving problems related to transactions handled by the department.
- Identify extraordinary giving patterns and notify the Development officers for follow-up.
- 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, or fax it to (386) 668-3363, Attn: Human Resources