

VSS Catholic Communications, Inc.
Spirit Catholic Radio Network (SCRN)
Position Description
April 2023

JOB TITLE: Development Associate

JOB TYPE: Full-Time Exempt

HOURS: Monday through Friday 8:00 am to 5:00 pm (some evenings or weekends may be required)
This position will operate from our Omaha office located at 13326 A Street.

POSITION SUMMARY: The Development Associate is a full-time member of the Spirit Catholic Radio development team, reporting to the Business Director. The primary functions of this position are the accurate and timely maintenance of constituents' records, utilizing the Raiser's Edge database software for gift processing, donor record updates, query and report preparation, and event management, including the processing of invitation responses, participant entry, guest seating, and attendee reports. Has some phone and e-mail interaction with donors.

BASIC FUNCTIONS:

- Perform accurate and timely entry of gift transactions; select correct gift codes including appeals, campaigns, and funds; apply appropriate soft credit to donors; create accurate matching gift pledge and payment transactions.
- Validate batches upon completion of transaction entry to ensure reconciliation with financial deposit.
- Prepare acknowledgement letters for signature within 3 business days of receiving the donation.
- Becomes backup expert on all RE7 modules used by Spirit Catholic Radio. Attends webinars, completes online training and relays this information to the Development Directors and Office Manager.
- Create constituent and gift queries on Raiser's Edge for report preparation.
- Utilize web-based services to research constituents' address and phone information.
- Update constituents' records with information provided through personal contact, mailings, or as provided by development staff, e.g., home and business addresses and phone numbers, spouse name, alternate addresses, e-mail addresses, organizational contact information, birth dates, relationships, etc.; follow-up with donors and/or staff on any data discrepancies.
- Responds to donor inquiries regarding contributions and giving history.
- Identify duplicate constituent records for merging or deletion.
- Handle in-house donor/prospect mailings; prepare materials, generate labels, and process through mail-metering machinery for delivery to post office.
- Monitor daily online giving donations.
- Perform other tasks as assigned.

MINIMUM REQUIREMENTS:

Education/Experience:

- Bachelor or Associates degree from an accredited college or university preferred.
- Minimum of two years' experience in a development office desired
- Effective computer skills that include Microsoft Office software; experience with fundraising software and event management preferred.
- Must possess effective communication skills, both written and verbal, and demonstrate organizational, time-management, and decision-making skills.

- Must be able to work independently and demonstrate a spirit of cooperation in a team environment.

Skills /Knowledge:

- Proficiency with Raiser's Edge desired.
- Excellent written and verbal communication skills.
- Detail-orientated.
- Ability to maintain a professional demeanor.
- Customer service skills.
- Ability to be a team player.
- Ability to multitask.
- Conflict management skills.
- Analytical skills.
- Outstanding organizational skills.
- Good interpersonal skills.

Physical Demands:

- Required to frequently sit, stand, bend, stoop and walk, sometimes for extended periods.
- Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

SALARY: This is a full-time position. Annual salary depends on experience. Excellent benefits including Medical, 401K retirement plan with employer match to 6%, paid vacation, holidays and sick leave. Also provide Dental, Vision, Accidental Death and Dismemberment, Long-term Disability and Life Insurance at no cost.

TO APPLY: Send resume and letter of interest with resume, salary requirements and three job related references to:

Irene Lempke - Office Manager
Spirit Catholic Radio
13326 A Street
Omaha, Nebraska 68144

Or visit www.spiritcatholicradio.com/careers and click the "Apply Now" button.

Failure to send letter of interest and resume, salary requirements (range is ok but will not accept "negotiable") or references will result in your application being overlooked. All information provided will be held in the strictest confidence.

All résumés and general inquiries will be retained for a maximum of one year. Only qualified applicants will receive an interview due to the high volume of applications expected.