



**Title:** Finance Specialist – Donations

**Reports To:** SVP, Administration

**Position Status:** Part-Time

**Salary:** To Be Determined

**Location:** Dallas, TX

## **OVERVIEW:**

Spoken Worldwide (Spoken) is looking for a dedicated and talented individual to manage donation processing in our central office in Dallas, TX. This role is responsible for donation processing at Spoken and ensures we maintain a solid and healthy relationship with donors.

We are excited for an individual to fill this role who has a heart for people, wants to serve Spoken's rapidly growing donor base, and has a passion for the intricate process management of our regular gift processing. We believe the ideal candidate will have a servant's heart and find fulfillment in consistently running donor-finance related processes with excellence and efficiency. We're excited to be in a season of growth and look forward to becoming even more efficient and organized in our donor and gift services.

## **RESPONSIBILITIES:**

### **Donation Processing**

- Build and maintain systems and processes that support and prioritize our growing donor base
- Direct responsibility for all donation processing, batch entry, and receipting
- Manage all internal processes for mail, coding, documentation, revenue, deposits, etc.
- Manage and maintain all processing tools and physical inventory for processing - printers, scanners, paper, envelopes, stamps, etc.
- Model best practices for electronic and physical gift storage and shredding
- Management of all regular donor receipting and year-end gift statements
- Maintain accurate electronic records and internal reporting for all processes
- Field all donor communication related to updating profiles and giving information

### **Maintaining Donor Data**

- Oversight of all Donor information & records within Spoken tools and databases - Virtuous CRM
- Manage internal processes for data entry and maintenance of donor records and information
- Manage internal processes for setup and closing of giving accounts for missionaries

### **Cross-team Collaboration & Other Duties**

- Work proactively and collaboratively with other Spoken staff to understand donor/partner and deputized worker (missionary) needs as they relate to giving and associated processes

- Regularly analyze how donation processes interact with other teams and build new solutions for working together better
- Complete special projects as assigned
- Attend regular staff/team meetings and functions

#### **QUALIFICATIONS/ESSENTIAL ATTRIBUTES:**

- Excellent verbal and written communication skills
- Demonstrates ability to work comfortably in Microsoft Office Suite (Outlook, Teams, Excel, Etc.)
- Willingness to take on new tasks and initiatives with humility and creativity
- Works towards excellence and full resolution in each project
- Highly self-motivated, self-managing, flexible and proactive

#### **SPIRITUAL REQUIREMENTS:**

- Surrendered to the Lordship of Jesus Christ
- Bearing witness of Christian character in daily life
- A member in good standing of a local church
- Agreement with the Spoken statement of faith
- Agreement with Spoken's Christian Community Policy.

#### **EDUCATION REQUIREMENTS:**

- Bachelor's degree

#### **SPOKEN'S CORE VALUES:**

- We Over Me – *humbly working together, and when needed, chooses what's best for the mission*
- David Mentality – *bold in the Lord, reliant on God's provision, small but mighty*
- Innovative – *problem solver, forward-thinking, embraces new ideas*
- Persevering – *tenacious, courageous, takes risks, continual drive for improvement*