



Coordinator, Gift Processing and Data Entry

Location: New York, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

CMMB has implemented a new Blackbaud's Raiser's Edge NXT Constituent Relationship Management (CRM) system, and seeks a Gift Processing and Data Entry, Coordinator to assist with post-conversion and ongoing data cleaning, data entry, and gift processing. Key responsibilities include assisting the Manager of Database and Gift Processing with the timely processing and acknowledgement of gifts, including gift entry, donor information updates, data imports, data organization, and data hygiene. This position will report to the Database and Gift Processing Manager.

Responsibilities

- Coordinate the processing of incoming gifts according to established protocols. Responsible for maintaining gift-intake forms and supplies and resolving exceptions and unprocessable items.
- Work with the finance team to reconcile gift entry; prepare, revise, and distribute daily income, deposit, and credit card reports.
- Accurately enter gift detail in Raiser's Edge; add new donor records and update existing records as needed; de-duplicate constituent and relationship records; enter gift batches; print daily contributions and gift validation reports; submit batches and reports for proofing and make corrections before letters are posted.
- Download online donations from Luminate Online and accurately import gift detail into Raiser's Edge.
- Produce donor acknowledgement letters and receipts for gifts using Raiser's Edge mail function as required.
- Work with fundraisers, programs and finance team as necessary to clarify donor intention or any other questions related to contributions.
- Maintain physical files, including proper gift documentation. Attach media files when necessary to constituent records.
- When required, support the customer service staff on responding to donor inquiries regarding gift processing and demonstrate exemplary customer service in all exchanges.
- Manage inventory of stationery items required for gift processing, acknowledgements, and stewardship programs.
- Manage time-sensitive tasks on a daily basis and exercise good judgment to protect confidential information.
- Maintain gift processing procedures manual.



- Handle database maintenance and updating functions.
- Produce donor, gift, and income reports, lists, merge files, and labels as required by fundraising/communications team and other key constituents.
- Take part in handling the pledge reminder and collections process: send monthly pledge reminder letters to past-due donors; proactively follow-up by phone with donors who have missed payments; prepare monthly past-due and collections reports for development leadership.
- Maintain planned giving donor files, including proper gift documentation; track status of planned gifts and update quarterly.
- Other related duties and responsibilities as assigned.

Qualifications

You're a data driven individual who is highly meticulous, has excellent attention to detail, and experience with gift processing. You have a bachelors' degree and 2-3+ years of Raiser's Edge experience. ImportOmatic experienced is preferred but not required.

You're comfortable with an "all-hands-on-deck" environment, and you're able to operate and collaborate across multiple teams and thrive in a fast-paced culture. You are resourceful, with ability to solve problems creatively and adapt to needs and conditions easily.

You have a knack for being organized, managing your time, and thinking critically, with a keen eye for accuracy and detail to ensure data integrity and quality. You work well in an environment with culturally and professionally diverse people. You believe in CMMB's mission and creating healthier lives worldwide.

How to apply

Visit our [careers page](#) for more information, and [click here to apply](#).

A message from Bruce Wilkinson, our President and CEO

As President of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Data Processing and Gift Coordinator is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce