



Job Description: Donor Relations Assistant

Department: Global Ministries

Reports to: Global Ministries Director

Supervises: GM volunteers

A. Relationships with other departments

1. Trains under the IT manager in learning QuickBooks software and becoming proficient in its use.
2. Attends weekly Chapel services and monthly staff lunches, subject to weekly schedule availability.
3. Participates in celebration events for the agency, whenever possible, to develop good working relations and fellowship with other department members.
4. Assist Communications Services staff in preparing updated donor list for mailing fundraising letters.
5. Participates annually in preparation of the donor relations portion of the coming year budget in cooperation with supervisor.

B. Duties – daily

1. Processes mail for GM and deposits checks for all GM accounts.
2. Enters all GM receivables data into QB (QuickBooks).
3. Prints receipts for donations to GM accounts.
4. Posts them in the mail before leaving the office each day.
5. Updates donor data, missionary data, and project data in QB based on mails, emails, and phone calls received.
6. Answers GM phone lines for receiving calls from and places calls to donors inquiring about new giving or current giving, missing receipts, or related GM receivables matters.
7. Other admin duties as assigned by the supervisor.

C. Duties – weekly

1. Classifies in QB the current year's deposits and transactions month by month until completely up to date.
2. Processes into QB all credit/debit card donations from Servantek/Stripe to the bank account as they come in (approximately 7 times per month).
3. Takes any cash donations (rarely) to the bank for deposit and processes in QB.
4. Types a welcome note to include with receipt for all new donors and includes a business card for ease of contact by donors.
5. Updates GMD (Global Ministries Director) and GD (General Director) with a summary of the weekly donations to GM general funds and GM projects

D. Duties – monthly

1. Sends a summary donations report about the previous month to the Chairman of the Business Administration Committee and GD by the 3rd of the new month.
2. Prepares and sends reports to all missionaries on their personal ministry donations and project donations by the 7th of the new month following previous month end.
3. Provides summary report of all missionary and project giving from the previous month (without source names of donors) to GM accounts administrator and HQ A/P staff by the 7th of the month.
4. Classifies in QB all EFTs (electronic funds transfers) typically arriving on the 15th of the month in the bank account.

5. Investigates the ECFA (Evangelical Council for Financial Accountability) website to learn more about latest regulations on donations, gifts in kind, stock donations, vehicle/property donations, so as to become proficient in informing donors.
6. Orders office supplies as needed, including letterhead, donor envelopes, reply envelopes, receipt forms, and copy paper.

Job Qualifications:

- Completed college education, preferably in office administration, public relations, mathematics, computer technology, or related subjects.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, Facebook, Zoom, and accurate use of email communications.
- Able to learn and excel in the use of QuickBooks accounting software.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.
- Ability to lift small boxes of envelopes, copy papers, and related items less than 20 pounds.
- Must possess a valid state driver's license and transportation back and forth to the office.