



DOMINICAN FRIARS

Province of the Most Holy Name of Jesus

Office of Institutional Advancement

JOB DESCRIPTION

TITLE: Data Processor
REPORTS TO: Manager, Donor Services and Stewardship
LOCATION: Oakland, CA – Provincial Offices

Introduction: Founded in 1850, the Western Dominican Province (Province of the Most Holy Name of Jesus) is comprised of the Western U.S. States and is a province of the world-wide Order of Preachers (Dominicans).

The province supports ~140 Dominican friars in their mission to preach the Gospel for the salvation of souls, while recruiting and training new friars for lives in the Order. As the province continues to grow, additional staff is needed to support the friars and their apostolates.

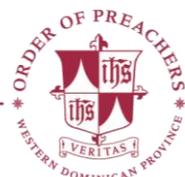
Description: The Data Processor plays a crucial role in the timely entry and recognition of gifts and other records. They will work closely with the Manager of Donor Services and Stewardship to ensure entry and reconciliation processes run efficiently and effectively, with maximum accuracy.

Primary Duties & Responsibilities:

1. Organize incoming gifts and donor materials securely and accurately.
2. Pre-batch gifts received for entry into the Virtuous database
3. Enter gifts and other information into the database with an exceptionally high level of accuracy.
4. Closely follow gift policies and procedures to ensure gifts are received and processed in a secure, timely and organized fashion.
5. Support the process of reconciliation with the Finance Office.
6. Help maintain accurate, confidential and informative donor records (database and physical).

Other Responsibilities:

1. Support the donor acknowledgement and recognition systems to ensure accuracy and personalization of basic donor communications.
2. As needed, contact donors to update inaccurate information.
3. Help identify inefficiencies and opportunities within existing systems.
4. Adhere to the highest levels of professional standards, confidentiality, ethics and the Donor Bill of Rights (AFP).
5. Support the Assistant Dir. of Advancement to ensure accuracy of records and reports.
6. Attendance at province events per responsibilities and needs of the Advancement Office.
7. Other duties as assigned.





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Essential Qualifications:

1. Exceptional organizational skills and attention to detail.
2. Highest respect for confidentiality, proper fiscal management, honesty, and security.
3. High proficiency in the use of the MS Office Suite of products.
4. High degree of comfort using the internet, databases, and web-based applications
5. Comfortable to sit for several hours at a time in front of a computer.
6. Ability to be a focused independent worker, or work in small groups when needed.
7. Ability to enter large amounts of data quickly with a high degree of accuracy.
8. Ability and desire to use God-given talents in service to others.
9. Active member of parish/faith community.

Other Desired Qualifications:

1. 60wpm typing and 10-key experience very helpful
2. Familiarity with the Order of Preachers, specifically the Western Dominican Province.
3. Familiarity with the Virtuous CRM or other similar relational databases.

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- Position is hourly, 40 hours/wk.
 - Submit resume and cover letter to info@opwest.org Attn: Chris Hanzeli, *Executive Director of Institutional Advancement*.
 - Relocation funds not available.

