

WORSHIP ANEW JOB DESCRIPTION

Worship Anew engages and equips aging adults with resources to live a full and abundant life in Jesus Christ.

Position Title	Department	Reports to
Donor Database Specialist	Development and Ministry Relations	Director of Development and Ministry Relations
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	TBD

POSITION SUMMARY

The Donor Database Specialist is responsible for all database entry, reporting, and upkeep. This position also assists with viewer requests and performs other administrative duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Accurately enter all information into the database for gifts received and Hope-Full Living subscriptions.
- Generate receipts and thank you letters for all donors in a timely fashion.
- Generate renewal notices and invoices for all Hope-Full Living subscribers in a timely fashion.
- Respond to inquiries related to Hope-Full Living subscriptions, donations/payments, event attendance, refunds, and other matters; provide excellent customer service to our members, donors, subscribers, friends, and staff.
- Generate reports on a regular basis to support the timely execution of donor stewardship strategies.
- Assist with general analysis of data as it relates to fundraising and donor recognition.
- Support marketing and communications efforts by providing mail and e-mail lists.
- Continually review and optimize data management processes to improve efficiency.
- Create and maintain database policies and procedures manual.
- Execute regular database clean-up.
- Assist with coordination of annual fundraisers.
- Schedule on-air sponsorships.
- Facilitate mailing of the DVDs with production staff and communicate with subscribers.
- Participate in fundraising and cultivation projects and events.

DESIRED SKILLS AND EXPERIENCE

- Associate's degree or 2 years equivalent experience in related field or area.
- Excellent communication (oral and written).
- Strong interpersonal relation skills.
- Strong computer skills with proficiency in Microsoft Office programs, especially Word and Excel.
- Positive attitude, with a friendly and welcoming demeanor.
- Energetic, flexible, collaborative, and proactive; a self-starter with the ability to work well independently and in a team setting.
- Excellent judgment; creative problem solving, conflict resolution.
- Demonstrated ability to manage more than one project at a time and communicate comfortably in a professional setting.
- Basic understanding of the church teachings and how Worship Anew fits into it.

- Knowledge of Lutheran Church Missouri Synod principles and values is a plus.
- Must be supportive of the ministry’s values and have a passion for the ministry’s work with a genuine commitment to the fulfillment of the organization’s mission.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____