

Bronson Health Foundation

Gift Processor

Pay Grade: 108 (Range: \$38,384 - \$57,485)

Job Code: 1405

JOB OVERVIEW

This position, reporting to Bronson Health Foundation's Development Manager, is responsible for inputting and processing all donations made to the Bronson Healthcare system. This includes receipting and acknowledging donors, ensuring all required and supporting documentation is obtained and correct. This role will maintain data integrity for prospect research, identification, cultivation, solicitation, and stewardship purposes; and work hand in hand with the Gift Processing team to provide back up and support as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process all donations into donor database.
 - This includes cash, checks, credit cards, payroll deduction, recurring gifts, pledges, in kind gifts, memorials, matching gifts, electronic fund transfers, stock gifts, donor advised funds, planned gifts, pledge reminders and payments.
- Ensure all gifts are entered accurately within a timely manner and all donor information is up to date.
- Ensure letter receipts and acknowledgements are printed, signed, and mailed within a timely manner.
- Handle all incoming & outgoing mail
- Run weekly deposit reports, prepare deposit, and deliver to Finance.
- Ensure appropriate communication with team members regarding incoming gifts.
- Assist and advise in the creation and implementation of policies and standard procedures that guide gift entry.
- Work with Finance team to ensure accuracy of gifts.
- Support with monthly financial reporting processes.
- Provide support at Bronson Health Foundation events as needed.
- Adds and updates biographical data.
- Add new constituent records to the database and populate all appropriate data fields where information is available.
- Support database maintenance and clean-up projects as needed.
- Process event transactions, working with multiple software to import accurate information into the donor database.
- Organize, coordinate, and maintain the integrity of hardcopy and digital filing systems.
- Review obituaries and Bronson employee reports on a regular cadence to maintain record and database accuracy.
- Order office supplies for team as needed.
- Support the team with the following shared responsibilities: Answering phones, updating constituent records, running reports, updating processes as needed, providing back up coverage during vacations and leaves.

QUALIFICATIONS

- Education and experience equivalent to that ordinarily acquired through the completion of an associate degree, and 1-2 years related experience in an administrative or data entry role.
- Familiarity with electronic donor record keeping, with working knowledge of Blackbaud's Raiser Edge Software preferred.
- Database experience preferred.
- Must have strong proficiency with Microsoft Office Suite and experience with complex data entry software/systems.

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- Strong attention to detail and ability to maintain accuracy while working with high volumes of data. Strong verbal and written communication skills.
- Ability to multitask and prioritize.
- A commitment to maintaining high ethical standards and confidentiality when handling donor information and financial contributions.
- Ability to work independently as well as collaboratively in a team environment.
- Ability to adapt and respond to various situations.
- Interpersonal skills to effectively interact with all levels of Bronson personnel and members of the community; may have frequent contact with donors.
- Ability to thrive in a dynamic and continually evolving work environment, demonstrating flexibility and adaptability to support the team's growth initiatives.

HOURS

Office hours typically Monday through Friday, 8am – 5pm with flexibility provided. Occasional evening and weekends needed for event support. (Weekend support would not exceed more than three weekends in the year for events).

INCLUSION STATEMENT

Bronson employees are working to create an environment for our patients free of prejudice, bias, and stereotypes. Providing culturally competent customer service and care requires respect and training. At Bronson Health Foundation, we are educating ourselves about the many ways we can address and dismantle existing inequities. We value, encourage, and welcome a culture of inclusion where we all work to build a better future, together.

ABOUT BRONSON HEALTH FOUNDATION

As the philanthropic arm of the Bronson Healthcare system, Bronson Health Foundation builds relationships with individuals and organizations to connect their generous support with Bronson's healing mission. This support funds and sustains programs, projects, services, innovative technology, scholarships and much more that directly benefits our patients and families, our employees, and our communities. It is the focus of the Foundation to ensure philanthropic funds are distributed in an impactful and equitable way that alleviates barriers and disparities to a patient's care and recovery across the Bronson system.

To learn more about Bronson Health Foundation, please visit at bronsonfoundation.com.

- Salary Range: \$38,384 - \$57,485
- To apply, please visit bronsonhealth.com/careers. Direct link: [Gift Processor](#)
- You can direct questions to:
 - Julie Taylor, Development Manager, Bronson Health Foundation at taylorj@bronsongh.org