



Position Title: Gift Processing Specialist

FLSA Status: Non-Exempt

Position Reports to: Director of Development

Full Time/Part Time: Full Time

Location: Remote option available

Date: December 2021

Position Overview

Save the Chimps is seeking a gift processing specialist to join our Development team's fundraising efforts allowing us to achieve our mission of providing life-long and exemplary care for our resident chimpanzees. This role is vital to our fundraising activities as you will be responsible for all aspects of gift processing to ensure the accurate and timely recording of donor gifts and creating and sending appropriate acknowledgement letters for gifts received. You will report to the Director of Development.

About Save the Chimps

Save the Chimps is one of the largest privately funded chimpanzee sanctuaries in the world. Located on nearly 150 acres in Ft. Pierce, Florida, the sanctuary provides high quality clinical and lifetime care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 220 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, more than 70 full-time employed staff, and a number of community volunteers.

Essential Job Functions

- Ensures the accurate processing of a high volume of donations, managing all donation processing, receipting, and acknowledging activity in Raiser's Edge CRM system.
- Downloads and processes donations from all revenue platforms: Website, PayPal, MightyCause, Race Roster, Stripe, Apple, BBMS, Authorize.net, PEP, Hubspot, mail, and other platforms.
- Creates, tracks and processes acknowledgment letters for all revenue sources: major donors, membership, foundations, corporations; managing acknowledgment library.
- Performs constituent data entry with acute attention to detail.
- Ensures fulfillment of various fundraising campaigns.
- Manages Share Drive files.
- Attends and contributes in development team meetings.



- Point person for development customer service, answers and handles Sanctuary development/customer service phone calls, responds to emails from donors needing assistance with information, updating credit card information, etc.
- Carries out tasks with a high attention to excellence and detail.
- Takes action and intercepts problems, assessing and deploying resources.
- Organizes and prioritizes work in accordance with supervisory input.
- Takes initiative to improve processes and procedures.
- Assists with events as needed.
- Completes projects and administrative tasks as assigned.
- Maintains confidentiality of all information and use appropriate discernment when handling confidential data.

QUALIFICATIONS

- Minimum 3-5 years prior related experience in performing administrative tasks. Non-profit experience preferred.
- Demonstrated proficiency using Raiser's Edge or similar donor database preferred.
- Demonstrated proficiency using Microsoft Office and Google Workspace required.
- Demonstrated proficiency with data entry, word processing, letter composition, constituent database and spreadsheet development and maintenance required.
- Excellent communication skills with the ability to assist constituents in a professional, clear, concise, and appropriate manner.
- Excellent organizational and time management skills.

Education and Knowledge:

- High School Diploma (or G.E.D.) plus work experience in gift processing, accounting, or other related field required.
- Associates or Bachelor's degree preferred.
- Experience working with Raiser's Edge is preferred.

Save the Chimps is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Interested applicants should send resume and cover letter to:

ymcallister@savethechimps.org