



## Gift Processing Coordinator

### The Opportunity:

As Coordinator of Gift Processing at Special Olympics Michigan, you'll play an integral part in fulfilling the mission of Special Olympics Michigan (SOMI), utilizing sports, health, and athlete leadership to create a more inclusive world.

You will work with an amazingly talented, dedicated group of colleagues and community members in supporting both the development and business administration teams. Your work in overseeing gifts processing, data integrity, will be will critical for donor/partner renewal and retention, as well future development of cultivation plans for individuals and/or organizations in the pipeline. This work will greatly help expand funds raised for our athletes.

Our team members help SOMI athletes achieve their dreams and reveal their inner champion! Come be part of the amazing work we do for our SOMI athletes, their families, and our communities.

### What You'll Do:

- Responsible for inputting all gift deposits for state offices and area level donations into Raiser's Edge for integration into financial software.
- Produce gift acknowledgements for all donations.
- Serve as liaison between the Development and Finance department on researching, producing, and reconciling donor and financial reports.
- Completing matching gift forms submitted by donor or employer.
- Running and emailing area financial reports on a monthly basis.
- Work with development staff on navigating the revenue database and running reports as requested.
- Pulling prospect lists, running queries and mail merges for mailings being sent to specific donors.
- Provide memorial acknowledgement letters monthly for all memorial gifts,
- Work with development staff and area volunteers to ensure that the proper accounting procedures are being used. When needed, attend events to assist with registration, receiving revenue and processing credit cards.
- Preparation of audit confirmation requests as directed by auditors.
- Assist with preparation of work papers regarding revenue and answering auditor questions regarding revenue deposits.
- Coordinate the accounts receivable function of financial reporting of area and state accounts.
- Process and receipt all credit card transactions.
- Monitor area and local accounts for sales tax compliance and proper recording.
- Perform other duties as assigned, which may require attendance at events held in the evenings or on weekends.

### What You'll Bring:

- A dedication to helping others find their inner champion!
- A commitment to serving the community.
- A bachelor's degree in accounting, financial management or at least two years' experience of a qualifying nature.
- Positive interpersonal skills and the ability to communicate effectively.

- The ability to perform the essential functions and requirements of the job with or without accommodation.
- Ability to travel evenings and weekends.
- Computer knowledge in MS applications.
- Experience with Raisers Edge or Similar donor software preferred.
- Working knowledge of administrative and organizational skills.
- Knowledge and experience working with persons with intellectual and physical disabilities helpful.

**Location:**

- This position is located at the Unified Sports and Inclusion Center in Grand Rapids.

If you are interested in this opportunity, please send cover letter and resume to [somi@somi.org](mailto:somi@somi.org)

*NON-DISCRIMINATION POLICY*

*Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.*

*We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.*