



## **Gift Processing Assistant (Part-Time)**

The Catholic Foundation of Southeastern Massachusetts seeks to hire (2) part-time Gift Processing Assistants to join our team. The newly formed Catholic Foundation of SEMA is an independent, charitable foundation responsible for raising, managing and distributing philanthropic funds to provide long-term, sustainable support for the parishes, schools and life changing ministries across the Catholic Diocese of Fall River. The Foundation is incorporated as a separate 501(c)(3) not-for-profit organization, fully endorsed by the Diocese and its Bishop, Most Reverend Edgar M. da Cunha, S.D.V. This legal structure ensures that all gifts will be used for their intended purposes and provide a level of efficiency, accountability and transparency that will earn the respect and confidence of donors as well as the pastors/parishes, schools and ministries it serves.

These positions will be needed beginning in early May 2019. Projected hours are 4-5 hours each day, five days per week between 9:00 a.m. – 5:00 p.m., but may vary depending on volume of gifts and available tasks. Candidates must be able to commit to this position for a 3-4 month period of time.

Responsibilities include the accurate identification of donors, recording of gifts in database, updating database with biographical information, sorting of mail, data cleanup projects and other duties as assigned.

The ideal candidate for this job will be a reliable team player who is also a resourceful and organized problem solver.

### **Requirements:**

- Computer literacy and/or previous experience working with a database
- Able to reliably commit to 15 to 25 hours per week
- Attention to detail
- Ability to identify and reconcile discrepancies in data and records
- Time management skills
- Ability to follow procedures accurately and consistently
- Positive attitude
- Excellent communication skills
- **Ability to maintain strict confidentiality**

For consideration, please submit your resume to: Michelle Bertoldi, Human Resources Manager; E-mail: [mbertoldi@dioc-fr.org](mailto:mbertoldi@dioc-fr.org); Confidential Fax: (508) 689-7920; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720; or request an application for employment by emailing [mbertoldi@dioc-fr.org](mailto:mbertoldi@dioc-fr.org).