



DIOCESE OF CHARLOTTE

1123 South Church Street, Charlotte, NC 28203

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Job Description

POSITION TITLE: Data Processor

DEPARTMENT: Office of Development

REPORTS TO: Associate Development Director

FLSA: Non-Exempt

HOURS: 40 hours per week (onsite)

POSITION SUMMARY: The data processor provides data entry support to the Office of Development under the direction of the Associate Development Director and within the guidelines of the Diocese of Charlotte; performs a variety of administrative work including donor management and gift processing.

ESSENTIAL FUNCTIONS:

1. Process all matching gifts and payroll giving.
2. Provide annual appeal support by processing pledge envelopes, researching and solving problematic transactions, and answer donor telephone inquiries.
3. Download and verify all online gifts in the giving software [such as Online Express (OLX)], three times per week.
4. Review and edit all written correspondence from the Office of Development.
5. Donation clarification and verifications for aspects such as checks, etc.
6. Assist with outgoing mailings including invitations and pledge reminders as needed.
7. Coordinates census data received from parishes, *Catholic News Herald*, Catholic Charities, Campus Ministry, and Catholic Schools. When necessary, calls parishes or diocesan offices to verify accuracy of data.
8. Provides parishioner rosters to parishes on an as requested basis. Coordinates the mailing of parishioner roster reports to parishes twice a year. Collaborates with other development staff to ensure parishioner records are up to date.
9. Create monthly pledge reminder buck slips and create parish bulletin inserts.

OTHER RESPONSIBILITIES:

- 1. Participates in staff meetings, staff training and development activities.
- 2. Performs other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- 1. High school diploma or GED equivalent.
- 2. Proficient in reading, writing, and speaking English. Bilingual preferred.
- 3. Highly organized, attention to detail, effectively work with others.
- 4. Proficient in Microsoft Office software (Word, Excel, Outlook, Teams, etc).
- 5. Knowledge of Raisers Edge or database software preferred.
- 6. Ability to maintain confidentiality.
- 7. Ability to work under and meet deadlines.

WORKING ENVIRONMENT:

The Administrative Assistant works in the Development office in Charlotte, NC. This full-time position may include travel from time to time and the need to be available to work some evenings and weekends.

PHYSICAL DEMANDS:

The employee must occasionally lift and/or move up to 15 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to type. The employee is occasionally required to stand; walk and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Supervisor Signature

Date

Effective Date:
March 2023