

## **GIFT PROCESSING MANAGER (FULL-TIME)**

The Milwaukee Rescue Mission is seeking a candidate for the full-time position of Gift Processing Manager to oversee all functions of the donor database and manage a team of data professionals.

### **RESPONSIBILITIES:**

- Manage the data team and office staff
- Support all fund development programs by regularly providing data to direct mail and digital vendors, as well as to MRM staff
- Oversee donor receipting process
- Manage event registration
- Drive database cleanup projects
- Other related projects, as needed including other advancement related events and initiatives

### **QUALIFICATIONS:**

- Bachelor's degree
- 3-5 years of database experience preferred
- Raiser's Edge experience preferred
- Experience managing a team strongly preferred
- Superior organizational skills
- Excellent written and oral communication skills
- - Proficiency in spelling, grammar and writing
- - Works well under pressure and manages stress effectively in a demanding and fast-paced environment
- Be in agreement with and subscribe to the MRM Statement of Faith and the MRM Ministry Values
- Be a committed follower of the Lord Jesus Christ, which is evident in personal testimony and Christian conduct
- Pass a pre-employment background check and drug test

The Milwaukee Rescue Mission is always interested in hiring talented individuals who are committed to serving those who are poor and homeless in our community.

### **We offer a very generous benefits package:**

- Competitive salary
- Excellent Medical, Dental, and Vision Insurance
- Health Savings Accounts with employer match
- Life and Short/Long Term Disability Insurance
- 401K with generous employer contribution
- Paid holidays and generous PTO
- Health Club reimbursement
- Cell phone reimbursement (as applicable)
- Free onsite parking
- Free meal available during shift
- Business Casual/Casual Dress
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*\*Benefits based on full time employment*

**To obtain a job application, please email Lynda Santiago at [lynda.santiago@milmission.org](mailto:lynda.santiago@milmission.org)**

Website: <http://www.milmission.org/who-we-are/employment>