



## MINISTRY DESCRIPTION

**Title:** Data Entry Clerk  
**Department:** Business Solutions  
**Reports to:** Business Solutions Data Manager

**Schedule:** Temporary, Flex  
**FLSA:** Non-exempt

### **Ministry Function:**

The Data Entry Clerk supports the ministry of Convoy of Hope in managing relationships with donors by correctly entering and processing gifts, assisting in gift acknowledgement correspondence and maintaining the accuracy of the database.

### **Essential Duties and Responsibilities:**

1. Enter gifts and assign appropriate designations in a timely manner, maintaining supporting documentation.
2. Set up and process credit card gifts, including recurring gifts, ensuring gifts are processed on appropriate dates.
3. Manage data, ensuring accuracy of input.
4. Assist with issuance of gift acknowledgement letters as directed.
5. Other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

1. High school diploma or equivalent required.
2. 1 year of data entry experience.
3. Ability to key data quickly and accurately.
4. Ability to sit for long period of time entering data.
5. Strong organizational skills.
6. Must be proficient and able to work with software programs, including but not limited to Microsoft Word and Excel. Experience in other large donor database systems is a plus.
7. Attention to detail.
8. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:** There are no supervisory responsibilities with this position.

Created: 9/7/17  
Revised: