



# DOMINICAN FRIARS

Province of the Most Holy Name of Jesus

*Office of Institutional Advancement*

## JOB DESCRIPTION

**TITLE:** Data Processor  
**REPORTS TO:** Director of Advancement Services  
**LOCATION:** Oakland, CA – Provincial Offices

**Introduction:** Founded in 1850, the Western Dominican Province (Province of the Most Holy Name of Jesus) is comprised of the Western U.S. States and is a province of the world-wide Order of Preachers (Dominicans).

The province supports ~140 Dominican friars in their mission to preach the Gospel for the salvation of souls, while recruiting and training new friars for lives in the Order. As the province continues to grow, additional staff are needed to support the friars and their apostolates.

**Description:** A Data Processor plays a crucial role in the timely entry and recognition of gifts and other records. As a team, they work closely with the Director of Advancement Services to ensure entry and reconciliation processes run efficiently and effectively, with maximum accuracy.

### Primary Duties & Responsibilities:

1. Organize incoming gifts and donor materials securely and accurately.
2. Pre-batch gifts received for entry into the Virtuous database.
3. Enter and import gift records and other information into the database with an exceptionally high level of accuracy.
4. Closely follow gift policies and procedures to ensure gifts are received and processed in a secure, timely and organized fashion.
5. Support the process of reconciliation with the Finance Office.
6. Help maintain accurate, confidential, and informative donor records (database and physical).

### Other Responsibilities:

1. Support the donor acknowledgement and recognition systems to ensure accuracy and personalization of basic donor communications.
2. Field incoming calls to the direct development line for donor inquiries and needs. As needed, contact donors to update inaccurate information.
3. Assist in stewardship efforts and other tokens of donor appreciation.
4. Help identify inefficiencies and opportunities within existing systems.
5. Adhere to the highest levels of professional standards, confidentiality, ethics, and the Donor Bill of Rights (AFP).
6. Support the Dir. of Advancement Services to ensure data integrity in the CRM.
7. Attendance at province events per responsibilities and needs of the Advancement Office.
8. Other duties as assigned.





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## **Essential Qualifications:**

1. Exceptional organizational skills and attention to detail.
2. Commitment to strive for continuous systems improvement and personal growth.
3. Highest respect for confidentiality, proper fiscal management, honesty, and security.
4. High proficiency in the use of the MS Office Suite of products.
5. High degree of comfort using the internet, databases, and web-based applications.
6. Comfortable to sit for several hours at a time in front of a computer.
7. Ability to be a focused independent worker, or work in small groups when needed.
8. Ability to enter large amounts of data quickly with a high degree of accuracy.
9. Deep desire to use God-given talents in service to others.
10. Strong familiarity with the Roman Catholic Church's morals and values.
11. Active member of parish/faith community.

## **Other Desired Qualifications:**

1. Minimum 60wpm typing and 10-key experience, with high accuracy percentage.
2. Enjoyment of logic puzzles and problem solving.
3. Experience working in institutional advancement or in a nonprofit religious organization.
4. Familiarity with the Order of Preachers, specifically the Western Dominican Province.
5. Familiarity with the Virtuous CRM or other similar relational databases.

## **Working Conditions:**

1. Open workspace environment which may result in additional or higher levels of noise and visual distractions.
2. This position requires a flexible schedule as the workload and times may vary throughout the year.
3. Remote/hybrid tasks may be available after an initial Introductory Period.

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- Position is hourly, up to 25 hours/wk.
  - Submit resume and cover letter to [info@opwest.org](mailto:info@opwest.org), Attn: Bryan Fegley, Senior Director of Advancement.
  - Relocation funds not available.

