

SHOW HOPE

Associate of Finance

Full time

Mission

Show Hope's mission is to care for orphans by engaging the Church and reducing the barriers to adoption.

Job Summary

The Associate of Finance supports the Sr. Director of Finance to promote Show Hope's mission, vision, core values, and strategic plan. Personal qualities include integrity, credibility, and a willingness to sign Show Hope's [Statement of Faith](#).

The Associate of Finance represents Show Hope interacting with our donors to update monthly giving information. Additionally the Associate of Finance performs data entry and donor receipting and works on bank deposits. The Associate of Finance member collaborates with the Finance team and Development team members to keep new and existing donor information updated and correct, and reports to the Sr. Director of Finance.

The Associate of Finance supports the Sr. Director of Finance and Finance team reporting to the Sr. Director of Finance, to serve Show Hope in the following key areas:

Associate Responsibilities

- Support Show Hope's mission, vision, core values and strategic plan performing various tasks pertinent to assigned department working with the Executive Director, Executive Leadership and Director of the department.
- Support other Show Hope departments and staff in initiatives directly related to the administration or general business of Show Hope.

Key Functions and Responsibilities

- Reach out to monthly donors as their credit/debit cards or bank accounts need to be updated for sponsor reacquisition
- Produce reports in the database and track progress on reaching declining donors
- Provide report stats to Sr. Director of Finance
- Track giving status of monthly sponsors
- Reacquire these donors as monthly givers through emails, snail mail and phone calls
- Update the database with donor contact information and mailing preferences

- Responsible for merging duplicate records of donors
- Update donor payment information in database
- Reach out to donors for reacquisition and process makeup gifts
- Cancel on-going monthly donations per donor's request
- Manage monthly email campaign to monthly givers whose credit card is about to expire
- Process donations on a scheduled basis
- Prepare and send thank you notes and receipts
- Answer emails and calls from donors about donation and sponsorship status
- Periodically help on other finance department duties such as retrieving mail, making deposits, processing checks and helping donors with any needs or issues and updating the database
- Assist donors with tax receipt questions
- Assist with database transitions

Education and Experience Requirements

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Demonstrate proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team player, with the ability to also be extremely effective independently
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Experience in working in a professional office environment
- Excellent verbal and written communication skills
- Highly personable, with the ability to connect well with people while maintaining the highest degree of excellence in task completion and meeting deadlines
- Working knowledge of MS Office (Word and Excel), G-Suite, Database Experience (Salesforce)
- Bachelor's degree preferred