

Faith-based Christian organization needs an excellent Donor Services Specialist. We are deeply committed to providing excellent service to our ministry partners. This is a full-time position with benefits; this person will be responsible for donation data entry, handling calls from donors, doing research as needed, communicating with ministry partners, using business machines to process donations and receipts and otherwise support the Donor Services Team.

Requirements:

1. 10-key and typing skills
2. Good Phone Etiquette and Communication Skills
3. Detail Oriented
4. Computer Skills
5. Willingness to learn
6. Can work independently while still being a team player
7. Heart for Christian missions

Applications will be accepted through Monday, March 21, 2016.

If interested, please send a cover letter and resume to: [rschroeder@vgalliance.org](mailto:rschroeder@vgalliance.org). Please put "Donor Services Specialist-application" and your name in the subject line.