



**DIOCESE OF MANCHESTER**  
**153 Ash Street, Manchester, NH 03104**

**POSITION DESCRIPTION**

**POSITION:** Donation Recorder

**FLSA:** Non-Exempt

**JOB TYPE:** Part-Time

**SECRETARIAT:** Development/Communications

**INTRODUCTION TO THE DIOCESE AND BISHOP OF MANCHESTER:**

The Bishop of Manchester is the visible principle and foundation of unity in the diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools, and institutions of the Catholic Church in New Hampshire.

**INTRODUCTION TO THE POSITION OF DONATION RECORDER:**

This is a part-time position. Hours are flexible but must be constant and consistent each week and within normal business hours. Tuesdays in-office are required; any other day can be remote.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for accurate data entry of donations and constituents.
2. Receive scanned documents and review for entry into Raiser's Edge database.
3. Accurately and efficiently enter all information into database, reconciling information to ensure accuracy.
4. Other duties as assigned, including data reporting, invoice processing, or other administrative duties.
5. Work independently while keeping open communication with director, sharing information as needed.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Equipment and ability to work remotely including computer and reliable internet.
- Excellent and precise data entry and typing skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite or related software.
- Raiser's Edge experience is highly desirable but will train the right candidate.
- Good organizational skills and attention to detail.
- Ability to keep information confidential.
- Ability to work independently.

03.13.2024

**ENVIRONMENT:**

The venue of this position is a general office environment that is clean, well-lit, and environmentally comfortable.

**This position requires the ability to:**

1. Lift, carry, or move up to ten pounds, occasionally.
2. Reach at or above shoulder level, minimally.
3. Reach below shoulder level, occasionally.
4. Hand manipulation of equipment and controls, frequently.
5. Hand manipulation to grasp and handle, occasionally.
6. Work a flexible schedule, which may include night and weekends.
7. Sit for periods of time, regularly.
8. Stand and walk, occasionally.