

# Data Entry Coordinator

Position Description | June 2022

The **Data Entry Coordinator** is responsible for entering donations, managing the database and donor relationships, and for performing various administrative functions. He/she ensures the accuracy and integrity of data, researches and corrects discrepancies, and follows through with donors when necessary.

The position also includes administrative and operational responsibilities. The ideal candidate has well-rounded skills, a strong work ethic, a service orientation, great organizational skills, a friendly and positive demeanor, and a passion for Catholic radio. The Station of the Cross is a non-profit Catholic organization. The Data Entry Coordinator reports to the General Manager and is a full-time, onsite office-based position in Buffalo, NY. **This position cannot be performed remotely.**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Enter donations into a software database.
- Ensure pledges, payments and deposits are accurate and align with each other.
- Update donors' accounts when necessary.
- Ensure safety and security of information.
- Generate appropriate letters with respect to donors' accounts and send to donors.
- Research and answer donors' questions with courtesy, respect, and tact.
- Run reports for key operations of the network.
- Perform tasks related to Appeals (finding and mailing gifts, coordinating volunteers, etc.)
- Distribute marketing collateral and promotional materials.
- Respond to listeners' inquiries.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## **REQUIRED QUALIFICATIONS:**

- Practicing Catholic, with a strong belief in the Catholic Church's teachings.
- Associate's degree.
- Enjoy detailed tasks & working with data.
- Good organization and task-management skills.
- Attention to detail, accuracy, and quality.
- Exceptional work ethic.
- Working knowledge of Microsoft Office.
- Goal-oriented, focused individual with initiative.
- Good communication, phone, interpersonal skills.
- Willingness to work collaboratively.
- Ability to multi-task and adapt to changes.
- Confidentiality, honesty, and integrity.
- Ability to travel; valid drivers' license.
- Must be able to lift up to 50 lbs, to use a computer keyboard for up to 8 hours/day, to work standing for up to 8 hours/day, and to sit for up to 8 hours/day.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree
- 2+ years of related experience.
- Knowledge of fundraising management software and Constant Contact (or other mass email software).

To apply, please send a resume **and cover letter** stating interest and qualifications to:

Zach Krajacic  
General Manager  
The Station of the Cross  
6325 Sheridan Drive  
Williamsville, NY 14221  
[ZachK@thestationofthecross.com](mailto:ZachK@thestationofthecross.com)