



SAN FRANCISCO ZEN CENTER

## **Job Description**

### **Gifts Processing Coordinator**

#### **Organization Profile:**

San Francisco Zen Center was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and his American students. Suzuki Roshi is known to countless readers as the author of the modern spiritual classic, *Zen Mind, Beginner's Mind*.

The purpose of San Francisco Zen Center is to make accessible and embody the wisdom and compassion of the Buddha as expressed in the Soto Zen tradition established by Dogen Zenji in 13th-century Japan and conveyed to us by Suzuki Roshi and other Buddhist teachers. Our practice flows from the insight that all beings are Buddha, and that sitting in meditation is itself the realization of Buddha nature, or enlightenment.

Today, San Francisco Zen Center is one of the largest Buddhist sanghas outside Asia. It has three practice places: City Center, in the vibrant heart of San Francisco; Green Gulch Farm, whose organic fields meet the ocean in Marin County; and Tassajara Zen Mountain Center—the first Zen training monastery in the West—in the Ventana Wilderness inland from Big Sur. These three complementary practice centers offer daily meditation, regular monastic retreats and practice periods, classes, lectures, and workshops.

Zen Center is a practice place for a diverse population of students, visitors, lay people, priests, and monks guided by teachers who follow in Suzuki Roshi's style of warm hand and heart to warm hand and heart. All are welcome.

#### **Reporting Relationships:**

Manager: Development Data Administrator

Dept: Development

Status: 22-28 hours/week (3-4 days), Non-Exempt, Part-Time

Location: San Francisco

#### **Position Overview:**

The Gifts Processing Coordinator has significant responsibility in the areas of data and gift entry to ensure that all cash gifts, stock donations, and pledges are accurately recorded in the CRM database and reconciled with the Finance office.

This fundraising professional manages gifts processing by refining and documenting procedures. This position processes all donations, entering them in the database, generating acknowledgement letters and mailing labels. This person may also phone donors to verify information.

This is an ideal position for someone who is extremely detail-oriented, who has worked with the Salesforce platform, and who enjoys working in a collaborative environment.



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**Duties & Responsibilities:**

- Coordinates and prioritizes day-to-day gift processing activities and ensures accurate processing and stewardship of gifts.
- Refines and documents gifts processing procedures.
- Supervises the accurate processing of donations, including follow up with donor when necessary and coordination with the Finance office.
- Reconciles batches with Salesforce and prepares batches for daily deposit.
- Records donors' pledges in Salesforce and maintain pledge files.
- Tracks outstanding pledges and produces pledge reminder letters to donors and reports as appropriate. Provides pledge payment forecast reports to Director of Development.
- Updates biographical data in Salesforce as provided by constituent's information on checks and/or correspondence.
- Purchases and maintains office supplies for the Development Office.

**Standard Qualifications:**

- Accurate and detail-oriented
- Demonstrated ability to act independently and as part of a team
- Demonstrated ability to follow and execute oral and written instructions
- Strong written and verbal communication skills in English
- Demonstrated ability to juggle multiple priorities simultaneously and take initiative
- Demonstrate resourcefulness and flexibility, with the ability to anticipate and act on events and opportunities
- Demonstrated good judgment

**Position Qualifications:**

- Experience with Salesforce NPSP platforms *strongly preferred*
- Strong proficiency in Windows 7 including experience with Excel and Microsoft Word
- Maintain donor confidentiality
- Have a courteous phone manner and ability to interact with donors

**Required:**

- Bachelor's degree or 3 years of substantial, related: databases, data entry, customer service & office administration experience
- Demonstrate personal and professional integrity at all times, consistent with SFZC's vision, mission and values
- Legally eligible to work in the United States; no sponsorship provide



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**To be successful as a member of the SFZC staff, you will also:**

- Have a passion for our mission and a strong desire to impact a spiritual non-profit organization
- Be an innovative and creative thinker; you're not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team

**Environmental:**

- Must be able to climb stairs
- Must be able to type regularly on a keyboard and use a mouse

**Compensation:**

TBD based on experience