



## CONTRIBUTIONS COORDINATOR

**OBJECTIVE:** To employ a Christ follower with high integrity to track all the contributions, manage bookkeeping, create, and communicate financial information.

### EMPLOYMENT STANDARDS:

**Education:** High School graduate or higher

**Experience:** Accounting/bookkeeping and modern office technology

**COMPENSATION/STATUS:** Part-time, 24 hours per week, Non-Exempt status. Benefits include paid PTO and holidays, depending on work schedule.

**ROLE:** The Contributions Coordinator is...

- **DNA Carrier:** Completely embraces and contagiously communicates the Valley Church DNA.
- **Organized and Efficient:** Able to work on multiple projects simultaneously and manage ongoing communication with ministry leaders for these projects.
- **Eager Learner:** Constantly growing and developing in new skills and technology. Not afraid to try to new things. Can take direction and feedback well.
- **Task Dynamo:** Effectively and efficiently carries out a wide variety of administrative responsibilities. Stays focused on the primary responsibilities of the job. Able to juggle a variety of tasks in a fast-paced office.
- **Solution Specialist:** Able to constructively identify problems and find solutions.
- **Donor Support:** Provides excellent customer service and support for donors needing assistance with giving history or the mechanics of making a donation.
- **Tech-Savvy Bookkeeper:** Harness software and technology to record giving by donor, confirm receipts, and make weekly deposit at the bank.

**NOT:** The Contributions Coordinator is NOT. . .

- **Donor developer:** Does not network to move donors through levels of generosity.
- **Tax advisor:** Does not offer tax advice.

**PERSONALLY:** The Contributions Coordinator is . . .

- **Humble learner:** Can take direction and feedback well and has a great desire to learn.
- **Co-laborer:** A commitment to honor, respect, and value all staff members and our ministries with a spirit of teamwork. Comes alongside the Financial Team and ministry leaders to help them achieve the mission-aligned goals of our church.



- **Healthy at home:** No concerns related to spiritual or emotional health issues within his or her family.
- **Time manager:** Does not require external systems to prioritize; is intrinsically motivated.
- **Discreet and trustworthy:** Has unwavering loyalty to Christ, the executive pastor, lead pastor and Valley Church. Understands sensitive situations and maintains complete confidentiality.
- **Positive:** Speaks with positive regard toward and about church leaders, staff, volunteers, attenders, and community members.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace. Able to quickly change direction as needed and consistently responds positively to busy, changing environments.
- **Person of integrity:** At the core, he or she makes solid decisions based on lifelong, biblical values.
- **Confidentiality:** The role includes work in donors giving and pastoral ministry information, necessitating the utmost trust to maintain confidentiality.
- **Self-aware:** Knows where they are weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.

**JOB:** The Contributions Coordinator is responsible for...

- **Maintaining contribution records:** Records and organizes contribution transactions, pledges and gifts using the church accounting/data management software.
- **Distributing reports:** Compiles periodic reports to show various contribution statistics and summarizes details in the church accounting/data management software reports. Prepares quarterly contribution statements for the congregation and onetime givers. Maintains memorial fund contributions and records, working with families and appropriate leaders regarding donor designations and fund expenditures.
- **Completing projects:** Works on the various contribution projects including but not limited to commitment campaigns and other duties as assigned by the Lead Pastor, Senior Associate Pastor, or Director of Finance & Human Resources.
- **Communicating with online vendors:** Works with online contribution vendors to ensure smooth transactions. Correlates data entry with Database Administrator.
- **Depositing funds:** Takes all contributions & payments to the bank in a timely manner.
- **Serving through administration and organization.** Merges critical duplicate accounts. Keeps donor contact information accurate. Contacts donors with giving issues. Initiate and manage participant funds for mission trips. Documents chargebacks. Answers ministry inquiries.
- **Being Accessible:** Meets and communicates with the Director of Finance and HR to stay current on tax laws and special circumstances in recording donations and transactions from month to month.
- **Connecting:** Attends the all-staff meeting each week; meets with Director of Finance and Human Resources on weekly basis and as needed.
- **Communicating:** Maintains an open line of communication with ministry leaders in setting up payments for events and frequently dialogues with the Director of Finance & Human Resources.



**RELATIONSHIPS** of the Contributions Coordinator include ...

<b>Reports to</b>	Director of Finance & Human Resources
<b>Works closely with</b>	Valley Church ministry leaders and other members as directed
<b>Leads</b>	Self; and then any staff or members as directed
<b>Supports</b>	Director of Finance & Human Resources, the Executive Pastor, the finance team, ministry leaders, and donors

**SUCCESS** of the Contributions Coordinator is defined by ...

- **Positive team environment:** There is joy, enthusiasm, peace, and hope in environments he or she leads and serves.
- **Operational ease:** Assigned tasks and projects are finished in a timely and excellent manner while cultivating an enjoyable atmosphere.
- **Accuracy:** Reviews work to eliminate errors.
- **Valuing people:** The lead pastor, the staff team, church attenders, and community people feel loved, respected, and honored in every interaction.
- **Smile of God:** Ultimately, that our character and efforts bring glory and joy to our Father.