



GIVING AND DONOR RELATIONS JOB DESCRIPTION

Dept/Ministry: Finance Office

Supervisor: Finance Manager

Work Hours: Part Time / 28 hours per week

FSLA Status: Non Exempt - Hourly

Employment Classification Level: 2

Staff Category: Ministry Staff

UNIQUE ROLE

Provides accounting support to Finance Team, including participation in tithes and offerings process, reconciliation of gifts to the donor database and general ledger, and donor relations.

CORE COMPETENCIES NEEDED

The core competencies needed for successful fulfilment of job responsibilities are listed below. A more detailed description of each of these is listed later in this ministry description.

- **Detail Orientation:** An individual with detail orientation appreciates the importance of details and attends to details that affect quality, timeliness and goal achievement.
- **Customer Focus:** An individual with customer focus seeks to welcome, serve, support and effectively resource customers.
- **Adaptability:** An individual who possesses adaptability responds effectively to change and considers new approaches.
- **Self Manager:** A self manager ensures his/her work meets or exceeds standards and identifies ways to be more efficient.
- **Self Starter:** A self starter demonstrates a high level of initiative, proactively identifies opportunities/issues and acts to capitalize or resolve them.
- **Team Builder:** A team builder uses group skills and team building strategies to strengthen relationships among team members; improve motivation, communication, support and trust among team members; and inspire the team to maximize its potential and achieve its goals.

PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Leads weekly tithe and offering volunteer data entry team.
- Records cash/checks, credit card, and online giving transactions into donor records and financial software. Reconcile 3rd party payment processors records with CCV records.
- Protects confidential giving information and collaborate with IT Database Manager to continuously update donor records.
- With grace, communicates with donors to respond to their database related questions or problems.
- Assists with other tasks or projects of the Finance Team, such as the annual financial statement audit preparation.
- Participates in the Finance Team cross-training.

ONGOING EXPECTATIONS

- Live out CCV's Church strategy by engaging in a lifestyle of worship, community and serving.
- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Empower volunteer Team Members by developing an Ephesians 4:12 culture in your ministry areas resulting in a high level of engagement.
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.). This might mean a change in your weekly schedule so that no overtime occurs.
- Intentionally mentor and/or coach all volunteer Team Members towards increasing levels of responsibility and leadership.
- Establish Objective and Key Results (OKR's) for your ministry areas.
- Maintain a balanced work schedule, working with CCV HR Team to keep track of vacation days, sick days, days off, make-up days, personal days etc.
- Maintain flexible working schedule as determined by the needs of the ministry.

QUALIFICATION

- High school graduate (or GED) and minimum of one year education or experience in finance or accounting.
- Proficiency with Excel and Word.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Extensive periods of time sitting.
- Large volumes of communications requiring extensive time on the phone or email.
- Use hands/fingers: to handle or feel, operate, activate, use, prepare, inspect.
- Talk/hear: Communicate, detect, converse with, discern, convey, express oneself, exchange information.
- See: detect, determine, identify, recognize, judge, observe, inspect and estimate.
- Light to moderate lifting is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A typical finance office environment with moderate noise (i.e. business office with computers, phone and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Typical church environment large and small group gatherings that include loud music.
- On the road and in traffic while commuting to other campuses.
- There are times that you will experience interruptions and/or be requested to perform additional projects.
- There are deadlines to meet at different times for each of our finance positions.

It is required that all CCV staff members are in agreement with the vision, values and doctrine of CCV and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

It is a privilege to serve the Lord in ministry at CCV. Those who serve God at CCV are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.