



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Job Title: Donation Processing Analyst

Reports To: Sr. Director of Finance

Location: Free Wheelchair Mission, Irvine CA

Status: Full Time Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to "Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ."

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Donation Processing Analyst who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

The Donation Processing Analyst will be responsible for receiving, entering, and maintaining accurate donor donations and donor data records in Salesforce; generating donation acknowledgement letters; importing and reconciling donations from 3rd party platforms; and running both standard and nonstandard reporting in Salesforce. S/He will work cross departmentally with multiple team members in order to uphold accurate donor and donation records for Free Wheelchair Mission.

Responsibilities:

- Receive and enter donations into Salesforce, processing all check, credit card, and handling cash donations.
- Ensure continued accuracy of donor records.
- Produce donor related correspondence including acknowledgements and stewardship letters.
- Work with Salesforce Administrator and Salesforce Consultant to modify and enhance configuration of donation data.
- Create and run both standard and custom Salesforce reporting.
- Verify, import, and manage data in 3rd party donation and matching gift platforms.
- Monitor online giving, fundraising pages, and recurring donations, making changes to donor profiles as requested and needed.
- Reconciliation and analysis of Salesforce donations compared to accounting revenue received.
- Communicates with donors directly in regard to change of address, receipt of funds, and other miscellaneous donors' questions.
- Attend and participate in Free Wheelchair Mission staff retreats and scheduled fundraising events.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.

- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Bachelor’s degree or equivalent work experience.
- 1 to 2 years of Salesforce experience.
- Intermediate computer skills in Microsoft Word, Outlook, Excel.
- Ability to prioritize multiple tasks simultaneously, problem solve, and work as part of a team.
- Highly organized, detail-oriented, and reliable.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **25** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Donation Processing Analyst** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.