

Position Description

Title: Director of Receipting

Hours: 40 hours per week

Reports to: Controller

Supervises: Receipting Clerk

Basic Skills:

- Financial background and/or experience
- Experience with customer relationship management software, particularly Salesforce
- Good communication skills, both oral and written
- Willingness to engage with donors on multiple levels
- Desire for being part of an exciting and uplifting financial team

Responsibilities:

- Perform all job responsibilities for the purpose of carrying out ANM's mission to advocate for, encourage and equip indigenous missionaries around the world to hasten world evangelization.
- Live out the organizational values of ANM: integrity, relationships, innovation, and stewardship.
- Interact professionally and compassionately with donors and prospective donors who inquire about making donations and changes to their accounts.
- Ensure all donation-related and financial mail is opened and distributed daily.
- Ensure that all donations are properly accounted for and recorded in the CRM (currently Donor.com, soon to be Salesforce).
- Ensure monies are deposited in the bank in a timely manner.
- Ensure that receipts are generated for all donations and prepare the receipts for mailing.
- Ensure that the donor database is maintained as appropriate (new donors and interested parties are added, and changes are made in a timely manner).

- Collaborate with Relationship Development, Marketing, and International Team leaders related to giving codes, funding initiatives, donor needs, and other projects as necessary.
- Oversee the generation and delivery of financial reports for donors, staff, and ministries.
- Supervise the Receipting Clerk and other duties as required for managing.
- Other duties as assigned by the Controller.

Key Performance Metrics

- All office support systems run smoothly and provide basic support for all office staff and volunteers.
- Ensures all incoming communication is responded to in a warm, helpful way within a 24-hour time period.
- Donations received are processed within 24 hours of receipt.
- All non-cash deposits are made daily and cash deposits are made with 72 hours of processing.
- Monthly reports are sent out within five (5) working days of the end of the month.
- Donor data base is up to date