



Open Position Posting

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Organization Description:

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to more than 20,000 seriously ill children and family members annually - all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn., in more than 40 hospitals and clinics, directly in camper homes and communities, and through other outreach activities across the Northeast and mid-Atlantic.

Position Title:

Gift Processing Coordinator

Work Schedule:

Full-Time

Location:

New Haven, CT - Hybrid

Position Description:

Responsible for timely and accurate gift entry for all areas of development as well as tax receipt production, financial and ad hoc reports, and assisting with maintaining the donor database.

Our Gift Processing Coordinator can expect to...

- Process gifts in a timely and accurate manner for all areas of fundraising, including but not limited to general donations, tribute gifts, matching gifts, and gifts in kind.
- Prepare in a timely and accurate manner all tax receipt, including but not limited to general donations, tribute notifications, matching gifts, peer-to-peer events, special events, and gifts in kind.
- Support the processing, recording, and acknowledging of offline credit card gifts.
- Produce and distribute daily gift list (DGL).
- Download lockbox files and third party payment reports.
- Research and process matching gift forms for Camp gifts.
- In coordination with Gift Processing Manager, evaluate and develop enhanced process for special gifts including tribute and gift in kind.
- Update returned mail constituent addresses. Share returns with Ashford Office for associated volunteers, staff and camper families.
- Assist Database Administrator with information cleanup in Raiser's Edge and in external databases including correct punctuation and proper casing to ensure accuracy of donor records.
- Maintain security and privacy standards.

- Attend events as requested, e.g., to assist with registration or logistics.
- Assist Database Administrator with cleanup of Raiser's Edge to ensure accuracy of donor records.
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- Provide backup telephone support for the Development office Administrative Assistant.
- Perform additional duties as assigned.

Our Gift Processing Coordinator should have...

- 1-2 years' experience with nonprofit gift processing, preferably in Blackbaud's Raiser's Edge CRM.
- Strong attention to detail and accuracy in daily work.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Familiarity with MS Word, Outlook and Excel, as well as, database software/CRM.
- Excellent written and verbal communication, customer service, project management, organizational skills, and attention to detail.
- A willingness and ability to operate a computer for most of the workday with appropriate rest periods.
- A valid driver's license and driving record which meet HITWG insurance carrier requirements. Ability to travel to assigned worksites.
- Full vaccination against COVID-19, plus a booster that meets current medical requirements.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the provided link. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.