



United Way of Greater Milwaukee & Waukesha County (UWGMWC) is seeking a Seasonal Pledge Processing Specialist to assist staff in all areas of processing gifts during United Way's annual fundraising campaign months of September through December. **PLEASE NOTE: This is a seasonal part-time, on-call position which begins in September and continues into December, 2017.**

Duties and Responsibilities include but are not limited to the following:

Electronic & Paper Pledge Processing:

- Import data files from online giving site to United Way's donor database. Research and resolve any questions about donor information; use Microsoft Excel to maintain audit trail of gifts; adhere to quality procedures to ensure gift accuracy.
- Record and sort pledge envelopes received; verify cash/checks received; flag special gifts and payment types; process credit card information.
- Perform data entry for individual, employee and/or corporate gifts. Review key transaction data to confirm accuracy, identifying any data entry or processing errors.
- Maintain correct chain of ownership of all cash, checks, credit card information.
- Maintain strict confidentiality of donor information.
- Follow special handling and quality assurance procedures for gifts of \$10,000+.
- Escalate any pledge processing issues to supervisor.
- Assist in special projects: donor and agency research, quality assurance reports, scanning & filing donor documentation.
- Participate in cross-training to gain proficiency in all paper pledge processing and electronic pledge processing tasks.

Skills — effective Seasonal Pledge Processing Specialists consistently demonstrate:

- Advanced Microsoft Excel skill level.
- Familiarity with Outlook, Word and internet research.
- Experience working with a donor or customer relationship management database preferred.
- Strong attention to detail and a high level of accuracy.
- Initiative and ability to work independently and as a team member.
- Adaptability and flexibility in a fast-paced environment.
- Ability to manage many projects at once, maintaining high efficiency and timeliness.
- A commitment to providing excellent internal and external customer service.

Requirements:

- High school diploma or general education degree (GED) with two (2) years related experience in data entry, electronic transaction processing or accounting.
- Equivalent combination of education and experience.

TO APPLY:

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/26024882>

Candidates meeting or exceeding job requirements are asked to apply directly at this web address.

**United Way is an Equal Opportunity Employer
M/F/Disability/Vet**