



Gift Processing Specialist

Cancer Support Community provides comprehensive psychosocial care and integrative therapies for cancer patients, survivors and their families. We are one of the largest direct service cancer support organizations in North America, serving over 2,000 people annually. Our main center is in Walnut Creek, and we have a satellite center in Antioch. For more information about Cancer Support Community, visit our website at www.cancersupport.net.

The **Gift Processing Specialist** will be responsible for data management, special event support and other administrative support for Cancer Support Community's fund development efforts. The Gift Processing Specialist also helps produce fundraising events. These include the organization's signature events — Hope Walk, Golf Classic, and Gala — as well as a variety of community events sponsored by other organizations.

This is a full-time hourly, nonexempt position. It reports directly to the Finance & Operations Manager and works closely with the Chief Executive Officer, Chief Development Officer, and Development staff. Occasional evening and weekend hours will be required. Compensation for the position includes generous paid time off and employer contributions to health insurance and a 401(k) plan.

Responsibilities:

- Deposit checks into bank account via remote deposit.
- Update deposit log with donation details.
- Enter donation and donor information into database.
- Produce reports from database.
- Produce and manage donor acknowledgement correspondence.
- Assist with producing mailings and managing mailing lists.
- Assist with database implementations and enhancements.
- Provide support to plan and produce fundraising events.
- Other duties as assigned.

Qualifications:

- A passion for the mission of Cancer Support Community.
- Excellent organizational and problem-solving skills.
- Strong experience in database entry and report generation.
- Familiarity with development databases (e.g. Gnosis, Network for Good, Neon One) preferred.
- Strong Microsoft Office skills, including Excel.
- Demonstrated ability to work effectively with multiple colleagues in a mission-based environment.
- Bachelor's Degree or at least 3 years of experience.

To apply for the Gift Processor position, please submit a résumé and cover letter to careers@cancersupport.net. Due to the large number of applicants, please know that we cannot respond personally to each application or accept phone call inquiries.

Cancer Support Community San Francisco Bay Area is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, HIV status or sexual orientation.