
Gift Processor Resume

Job Objective

Seeking the challenging role of Gift Processor in a leading company.

Highlights of Qualifications:

- Substantial experience in raisers Edge database and cash handling
 - Operational knowledge of Gift processing systems and related guidelines
 - Strong knowledge of gift acceptance and governing guidelines from CASE and IRS
 - Familiarity about financial reporting and accounting principles
 - Solid understanding of Blackbaud Net Community Grow and Sphere
 - Ability to manage and retain confidential information in professional manner
 - Ability to prepare and convert gift processing working procedures
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Professional Experience:

Gift Processor

The Greater Boston Food Bank, Inc, Hickory Hills, IL

August 2007 – Present

- Performed different duties related to customer service comprising of data entry, information retrieval and storage.
- Attended different Foundation team meetings to represent allocated area.
- Managed and monitored gift receiving, recording and acknowledging gifts.
- Ensured to process accurately payments as well as bequest transactions.
- Processed pledges and related payments complying instructions from gift designation.
- Provided assistance as needed to be source for finance related questions.
- Managed processing of donations and collected donor information using IRUSA website.

Gift Processor

MultiCare Health System, Hickory Hills, IL

May 2004 – July 2007

- Updated eTapestry – fundraising database with complete details on received pledges and gifts.
 - Prepared and arranged to deliver acknowledgments for received gifts and pledges.
 - Prepared and sent monthly reminders for pledge to respective donors.
 - Ensured to maintain and update regularly apt backup for gifts and pledges.
 - Interacted with finance department for information regarding gift and pledge.
 - Responded promptly to inquiries from existing and prospective donors.
 - Provided assistance in interaction with volunteers effectively and amicably.
 - Participated in functions and duties staff committees as required and assigned.
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Education:

Bachelor's Degree in Business Management

Johns Hopkins University, Baltimore, MD

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