



Grace at the Fray

## **Donor Services Administrator for Mission Agency** ***Part-Time Job Opening in Jenkintown, PA***

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking a part-time Administrator to join our Donation Team in the home office. This department helps ensure our sustainability and supports our mission by stewarding financial resources with integrity, transparency, and strategic care.

The Donor Services Admin will perform administrative tasks, support project management, maintain donor relations, and manage files and digital records. **Part-time hours of 25 hours per week.** If you have a passion to advance the Gospel and the expertise for this key role, we invite you to apply. Qualified applicants will have experience in administration, computer systems and software, and data and project management.

### **Responsibilities**

- Process donor account changes such as contact information and pledge updates.
- Generate and distribute donation receipts and annual giving statements in accordance with IRS and donor preference.
- Prepare and mail checks to the lockbox service provider and ensure timely processing of contributions.
- Import and review lockbox transaction files, maintaining accuracy in donor records.
- Manage State Charitable Registrations and Annual Report filings to ensure compliance in all jurisdictions.
- Ensure timely compliance with financial regulations by gathering data, preparing documents, and tracking due dates.
- Monitor and respond to inquiries from departmental email accounts, including those from donors, field workers, and vendors.
- Ensure prompt, courteous, and informative communication.
- Schedule and facilitate Finance Team meetings, including preparing agendas and taking notes.
- Represent the Finance Department in cross-departmental initiatives and communicate updates as needed.
- Ensure workflows are efficient and user-friendly.

### **Requirements**

- Personal relationship with Jesus Christ and a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Commitment to Company Core Values, demonstrated in work and interactions.
- Bachelor's degree or comparable administrative experience.
- Excellent grammar and proofreading experience.
- Strong computer skills including mastery of or strong aptitude for learning MS Office (Word, Excel, PowerPoint), MAC OS, Google, Salesforce, MailChimp, Concur, and project management software.
- Effective time management skills, solid organizational techniques, and high attention to detail.
- Embraces routine yet flexible and able to prioritize, accommodate, and adapt to unexpected changes in tasks and projects.
- Possesses strong interpersonal skills with an ability to engage, support, care, serve, and communicate effectively.
- Exercises a high level of discretion in handling sensitive and confidential situations and communications.

**To Apply**, send resume and cover letter with salary requirement to [HR@serge.org](mailto:HR@serge.org). For more information about our mission agency, visit [www.serge.org](http://www.serge.org).

7/11/2025