



Gift Processing Coordinator

POSITION SUMMARY:

Job Summary

The Coordinator of Gift Processing plays a critical role in sustaining revenue and fostering donor trust for Special Olympics Michigan (SOMI). Working closely with the Development and Law Enforcement Torch Run (LETR) teams, this role ensures the accurate, efficient, and compliant handling of all financial contributions. By safeguarding donor data, maintaining database integrity, and streamlining processing workflows, the Coordinator directly supports donor retention and helps expand funding to support SOMI's athletes and inclusion initiatives.

POSITION RESPONSIBILITIES:

Gift & Revenue Processing: Input state and area deposits into Raiser's Edge, manage digital donations (Venmo, PayPal, credit cards), complete matching gift forms, and oversee AR reporting.

Donor Acknowledgments: Produce all donation receipts, monthly memorial letters, and track donor touchpoints via IDMP to support retention.

Database & Prospect Operations: Run database queries, build prospect lists for targeted mailings, and assist teams with custom reports.

Finance, Audits & Compliance: Reconcile donor revenue with Finance, distribute monthly area financial reports, support external audit requests, and ensure sales tax compliance.

Event & Field Support: Train staff and volunteers on accounting procedures and assist with on-site event execution (including occasional evenings/weekends).

This job posting does not list all duties of the job. Employees may be asked to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at-will employment status.

Educational Requirements: Bachelor's degree in an accounting field, or associate degree with equivalent experience required.

Location: In Person, Grand Rapids Michigan

Job Type: Full Time, Exempt

NON-DISCRIMINATION POLICY

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.