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# Full Job Description

## Kansans for Life

### Job Title: Database and Fiscal Specialist

Reports to: Regional Director

### Position Summary:

The Database and Fiscal Specialist is a full-time position responsible for data entry, gift processing, the management and maintenance of the Kansans for Life member/donor database, as well as general clerical support functions. The position requires an individual who is comfortable using a complex database and will abide by detailed policies and procedures.

### Duties and Responsibilities:

- Process contributions from individuals, corporations and nonprofit organizations using a variety of information systems and accounting software.
- Accurately record and acknowledge gifts made by check, credit card, cash and electronic transfer.
- Abide by all legal requirements set by the IRS, Kansas Department of Revenue, Federal Elections Commission, Internal Revenue Service and other governmental entities.
- Create new and update existing donor records in database, event records, and pledge documentation.
- Conduct mail pickups from PO Box and bank deposits throughout the week.
- Deposit donation funds through a combination of remote scanning and in-bank transactions.
- Maintain the integrity of data within the donor database.
- Serve as the primary point of contact for third-party donation processors and corporate matching gift programs.
- File and maintain physical and digital record of gifts and pledges. Submit documentation to verify and secure matching gift opportunities.
- Coordinate with bookkeeper for regular donation reconciliations between donor database and financial systems.
- Generate development queries and exports with acknowledgement letters, donor event invitations, donation/financial reports, etc.
- Assist, develop, and maintain event registrations.
- Provide proactive customer service for donors over the phone, email and in person.
- Conduct data hygiene activities (cleaning, deduplicating, appending donor records).
- Take a leadership role in the development of a Database Process and Procedures Operations Manual.
- Other duties, as assigned, including various administrative and customer service tasks.

### Skills, Knowledge & Abilities Required:

- Dependable, productive and responsible.
- Self-motivated and committed to working in a team environment.
- Good personal communication skills, including verbal and written skills.
- Ability to perform data entry for several hours at a time.
- Attention to detail, conscientious, curious.
- Ability to manage multiple tasks.

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- Enjoys performing tasks within established systems and processes and could grow to suggest improvements to existing processes.
- Ability to take responsibility to understand and follow directions, policies and procedures and deal with confidential data.
- Ability to work independently and as a team member with a high degree of integrity, ethics and dedication.
- Demonstrated experience in Microsoft 365 and other database programs or able to learn and use relevant software.

Education:

- High school or equivalent (Required)

Experience:

- Data entry: 2 years (Preferred)

Work Location:

- One location, Wichita KFL office

Work Remotely:

- No

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