**Development Data Processor – Detroit, MI**

**The Province of St. Joseph of the Capuchin Order**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars*

*of the Province of St. Joseph, together with our partners in ministry, prayerfully build*

*sister-brotherhood in the world. We attend simply and directly to the spiritual and other*

*basic human needs, especially those of the poor and disenfranchised, promoting justice*

*for all.*

The Province of St. Joseph of the Capuchin Order is currently seeking a Development Data

Processor. The primary purpose of this position is to process all of the data related to

Development activities and be responsible for communication and interaction with donors and

benefactors.

Responsibilities:

Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission,

Vision and Values throughout all professional responsibilities and activities

Comply with Province and ministry policies, procedures, guidelines and standards

Process donations for all Mt. Elliot Block Ministries on a regular basis according to

department guidelines while maintaining accurate donation records

Process acquisition mailings and create new donor files

Respond with appropriate acknowledgement as a receipt of donation according to

department guidelines

Acknowledge special occasion/memorial cards to benefactors

Assist in special events and ministry activities as requested

Process and issue receipts for cash and in-kind donations

Monitor office supply levels and restock to meet donors needs

Provide phone coverage for incoming phone calls

Qualifications: The desired education and experience level for this position is: Two years post

secondary business training. Minimum of one year of accounting or fundraising experience.

Minimum two years computer proficiency in document and spreadsheet programs. Must have

effective time management, interpersonal, organizational and verbal/written communication

skills.

**Please submit letter of interest and resume to:**

employment@thecapuchins.org Include Development Data Processor in the subject line.

OR

Attention: Human Resources

Development Data Processor

The Province of St. Joseph of the Capuchin Order

1820 Mt. Elliott Street

Detroit, Michigan 48207