



## Donation Processing Specialist

Shelter KC is hiring a Donation Processing Specialist. Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery, and reentry, empowering those we serve to reach their full potential.

**Primary Job Responsibilities** include but are not limited to:

- Process all incoming mail
- Prep, process, and deposit all contributions
- Submit deposit reports with donation slips to the development department
- Perform other duties as assigned

**Required Qualifications:**

- Minimum 1 year of relevant/similar work experience in related field
- Professing Christian who is active in their local church
- Have a heart and passion for the homeless community
- Detail oriented
- Tech savvy
- Excellent communication skills
- Team player

**Preferred Qualifications:**

- Experience working with homelessness, addictions, trauma, mental illness, and/or other challenges is a plus

This is a part-time, non-exempt position of 20 hours per week; more hours may be available during peak donation times. The schedule will generally be during the hours of 9am-5pm Monday-Friday. This position offers Paid Time Off and a 403(b)-retirement plan.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which are can be found here:

<https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/about/employment/>