Kids Alive International
Job Posting

Donation Processing Assistant
Reports to: Senior Accountant
Full-time, Salary Non-Exempt
Location: Hybrid Office Environment, Alpharetta, Georgia

Kids Alive International is a Christian organization serving vulnerable at-risk children in multiple countries across the globe.

We are seeking a Donation Processing Assistant to support the Accounting Team and to accurately receive and process donations and record information regarding donors’ intentions. They will work with several systems to make sure donations and information flow to the right places and stay accurate. They will respond to donors’ requests and collaborate with teammates across the organization.

As our Donation Processing Assistant, you will:

- Accurately process, document, and code recurring, automatic, and one-time donations from many physical and digital sources on a daily basis
- Respond to donor calls and emails, and proactively reach out to update payment information, answer questions and solve difficulties as they arise
- Monitor donations and donor information to ensure it syncs correctly and remains up to date and accurate in our website, donor database (CRM), and other systems
- Maintain and safeguard the physical and digital filing system for your team
- Assist the Accounting Team and the organization with information sharing and other projects as requested
- Take initiative to notice and propose ways to improve your team’s systems and processes

A successful Donation Processing Assistant will also bring:

- An associate degree or extensive administrative experience
- Two years data entry experience (preferred)
- Two years customer service experience (preferred)
- A passion for detailed work and strong organizational skills, resulting in a high degree of accuracy with numbers and data entry
- Strong computer skills, including experience with Microsoft Word, Excel, Outlook, and the ability to learn our custom donor database programs (Prior experience with Blackbaud is a plus)
- A collaborative, team-player attitude
- Ability and willingness to occasionally travel for training
- Fluency in English: reading, writing, speaking, and listening
- Full vaccination against COVID-19 (or a willingness to be vaccinated)

At Kids Alive International, it is important to have a committed personal Christian faith in Jesus Christ and a heart for serving children and families. We seek candidates with alignment to the
Bible, Christian theology, faith, and practice, as well as our organization’s mission, vision, and core values. Read more about our core beliefs here: [www.kidsalive.org/meet-kids-alive/about/what-we-believe/](http://www.kidsalive.org/meet-kids-alive/about/what-we-believe/).

Kids Alive offers competitive pay and benefits including 403B with employer contribution, great health and dental insurance from day one, and an FSA. If you have the skills and experience described here and are looking for a challenging but rewarding work experience, we want to hear from you. Please click here to submit your cover letter and resume and fill out our online application: [https://kidsalive.bamboohr.com/jobs/view.php?id=44](https://kidsalive.bamboohr.com/jobs/view.php?id=44)

For more information, please see our website: [www.kidsalive.org/about](http://www.kidsalive.org/about).
Have questions? Reach out to Bill Dean, Mobilization Coordinator: [Bill.Dean@kidsalive.org](mailto:Bill.Dean@kidsalive.org).