

**United Way of Greater Milwaukee & Waukesha County
2016 Community Campaign
Seasonal Pledge Processing Specialist**



United Way of Greater Milwaukee & Waukesha County (UWGMWC) is currently seeking applicants for our 2016 **Seasonal Pledge Processing Specialist** position. This is a seasonal part-time, on-call position which begins in September and continues into December 2016.

The Seasonal Pledge Processing Specialists assist staff in all areas of processing pledges during the campaign months of September through December.

United Way is a recognized national brand and is the largest funder of health and human services outside of the federal government. Funds raised through UWGMWC remain local and are invested in nearly 220-plus programs at over 110 local nonprofit program partners.

Electronic & Paper Pledge Processing Duties & Responsibilities

- Pledge intake: record and sort pledge envelope contents, including verifying cash/checks received, flagging special gifts and payment types, and processing credit card information.
- Pledge data entry: enter individual, employee and/or corporate pledges into Andar 360 (donor database) and/or eWay (online giving system) accurately and according to procedures.
- Pledge verification: review transactions to confirm accuracy, identifying any data entry or processing errors.
- Maintain confidential control of all cash, checks, credit card, stock pledges and donor personal information.
- Download pledge files from eWay and process via Andar Connector application.
- Use spreadsheet to track donor information and cash received for electronic pledges.
- Escalate any pledge processing issues to supervisor, including missing or unclear information or large volumes of envelope transactions.
- Follow special handling procedures for \$10,000+ donors.
- Perform internet research to confirm missing donor information.
- Participate in cross-training to gain proficiency in all paper pledge processing and electronic pledge processing tasks.

Effective Seasonal Pledge Processing Specialists Consistently Demonstrate:

- Strong attention to detail and a high level of accuracy.
- Proficiency with computer applications, especially Microsoft Word, Excel and the internet.
- Initiative and ability to work independently and as a team member.
- Ability and flexibility in a fast-paced environment.
- A commitment to providing excellent internal and external customer service.
- A strong work ethic.
- Ability to represent UWGMWC in a consistently professional manner.

Why Apply?

- LEs are exposed to unique professional development and networking opportunities.
- LEs can increase their confidence, executive presence and leadership abilities.
- LEs strengthen their knowledge of community issues and organizations that address those issues.

Additional Requirements

- High school diploma or general education degree (GED) with two (2) years related transaction processing, or operations experience in accounting or bookkeeping, data entry and cash handling, including supervisory experience.
- Equivalent combination of education and experience.

TO APPLY:

For further job criteria and complete details, click on <https://www.milwaukeejobs.com/j/18232238>. **Candidates meeting or exceeding job requirements are asked to apply directly at this web address ASAP.** Posting closes once adequate number of applicants is reached.

**Equal Opportunity Employer
M/F/Disability/Vet**