Revenue Systems Coordinator

Summary

The Revenue Systems Coordinator is responsible for developing and executing day-to-day configuration, data-input, support, maintenance, and improvement of all revenue-related systems currently being used by Nevada Public Radio’s revenue departments: Development/Membership & Corporate Support. This position is integral to achieving the Revenue Department’s strategic goals. Initiative, work accuracy, task responsiveness, the ability to work independently and exercise professional judgment, and a focus on process improvements is paramount.

This position reports to the Director of Development and Senior Director of Revenue.

Duties and Essential Job Functions

- Process all donor/corporate support contributions and account updates in a timely and accurate manner while adhering to the organization’s confidentiality and departmental policies.
- Manage reconciliation for payments from checks, credit cards, lockbox, web, matches, PayPal, stock, EFT and ensure that credit card handling meets PCI Compliance requirements.
- Perform monthly quality assurance of gift entry and adjustments and assist with resolving discrepancies between Revenue & Accounting receipts.
- Accurately record and maintain gifts and donor information in donor database.
- Accurately record and maintain corporate support information in donor database and manage the sales contract archive with assistance from the Corporate Support department.
- Perform daily data-entry for all revenue sources including gifts from mail, online, telemarketing, lock box, email and third-party vendors.
- Manage workflow to meet deadlines and coordinate with other departments.
- Develop queries and exports for data analysis initiatives and perform data maintenance including data-scrubbing.
- Work collaboratively with all members of the revenue department to achieve team goals and objectives.
- Assist with member relations which may include responding to donor inquiries, executing scheduled mailings, recording member information in donor database, verifying and uploading pledges, and applying payments to member accounts.
- Work closely with the Director of Development and Senior Director of Revenue as directed and perform miscellaneous job-related duties as assigned.
- Assist with the planning, coordination, organization, and fulfillment of departmental initiatives including membership drive, online auction, out-facing community events, and other fundraising initiatives as they arise.

Knowledge, Skills and Abilities

This position will be evaluated based on demonstrating the following knowledge, skills and abilities in carrying out all the duties assigned:
Revenue Systems Coordinator
Position Description

- Ability to manage multiple projects, deadlines, and personnel seamlessly.
- Knowledge of membership/development and media fundraising principles and practices.
- Strong computer skills and knowledge of spreadsheet, word processing, and proprietary donor management software is a critical necessity.
- Ability to exercise discretion and use independent judgment.
- Preserving confidentiality appropriately.
- Strong interpersonal and communication skills and the ability to work effectively both within the department and to build consensus across departments and with management.
- Ability to gather data, compile information, and prepare reports.
- Ability to foster a cooperative work environment.

Requirements

- Bachelor’s degree preferred.
- Professional experience demonstrating adherence to confidentiality, and aptitude for customer service, analysis of financial figures, familiarity with proprietary databases, and mastery of common office technology.
- Advanced Microsoft Office skills and comfort with Adobe platforms.
- Knowledge of Neon CRM, Double the Donation, GiveSmart, Salesforce, and Marketron a plus.
- Effective communication skills, attention to detail, data management skills, initiative, and ability to own projects from start to finish.
- Ability to prioritize tasks, projects, and initiatives with effective time management practices.
- Flexibility in scheduling beyond a traditional workday including nights and weekends, with little notice.
- Ability to arrive to work on time, work a consistent work week, and attend outside meetings and events.

Physical Requirements

- Ability to type, edit, reach and work for up to (10) hours

Salary

Starting at $40,000 – commensurate on experience- Full-time,

FLSA Classification - Exempt

Application Process

Deadline: Open until filled

To Apply: Send a cover letter stating interest, source where you learned of the open position; and include your resume and three professional and/or personal references.

Mail, E-Mail or Fax to:
Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr
Revenue Systems Coordinator
Position Description

Las Vegas, NV 89146
jobs@nevadapublicradio.org
Fax: (702) 258-5646

Applicants considered for this position may be required to submit to a background check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Employee Handbook upon acceptance of an offer of employment. This document covers the benefits available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory and welcoming work environment.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.