



Position: Donor Services Associate

Location: Lawrenceville, GA

Date: May 9, 2019

About Us:

Reformed University Fellowship is the campus ministry division of the Presbyterian Church in America. The national office is located in Lawrenceville, GA which supports campus ministers and interns who are located on college campuses across the United States and the globe.

General Description:

The Donor Services Associate will be responsible for assisting in gift processing, researching donation issues, donor research, communication and database management.

Qualifications & Requirements:

- The ideal candidate needs to be well organized and detail oriented
- Proficient knowledge of MS Office, specifically Excel and Word
- Experience with a CRM database preferable
- Excellent written and verbal communication skills
- Excel at general administration
- Excellent customer service & telephone skills

Additional Information:

- Full time position
- Salaried position with benefits

Please send resume and cover letter to michelle.stone@ruf.org