

The NZ Church Missionary Society (NZCMS)

Donor Support & Office Administration

25 hours per week position based in Christchurch

Are you a strong administrator who is looking for opportunities to put your skills to work? Have you ever wanted to have a role within an international mission organisation? This job opportunity is a unique opening that allows you to connect the nuts and bolts of administration with the big picture of what God is doing around the globe! We are looking for someone who is competent in managing donor support and office administration to join our team.

The New Zealand Church Missionary Society (NZCMS) is a Christian mission organisation that currently equips and supports 37 Mission Partners in 14 overseas countries and in mobilising New Zealanders for mission. You will be the first point of contact to the office. In addition you provide a vital link by engaging with donors and churches to ensure accurate processing of donations.

Experience in data entry and a good grasp of basic accounting and database concepts will enable the successful applicant to efficiently process more than 700 donor transactions per month and ensure that the database is well maintained. Experience with Xero and Infoodle would be an advantage.

Other administrative responsibilities will include providing hospitality, accounts payable data entry, travel bookings, oversight of the monthly mailings and office resources.

A passion for Christian mission, cheerful disposition, strong customer service skills, effective organisational skills and a good eye for detail are attributes needed to do this job well.

Key Tasks

Donor Support

- Entering donor information and donations into Xero Accounting Software and Infoodle Database ensuring accuracy of coding.
- Processing online and credit card donations.
- Issuing donor receipts in a timely manner.
- Promoting Mission Partners to new and existing Donors
- Responding to inquiries from churches and individual donors in a respectful and professional manner.
- Collecting mail
- Producing and Sending monthly support reports to Mission Partners.
- Deputation scheduling and provision of promotional material.
- Overseeing and participating in the Monthly mailings to supporters
- Reviewing database information and performing maintenance and clean-up of data as needed.
- Performing other related job duties.

Office Administration

- Reception includes welcoming visitors and telephone duties.
- Oversight of resources including ordering stationery and supplies, ensuring that Kitchen, Board room and Resource room and Office Vehicle are tidy and well maintained and scheduling activities as required.
- Hospitality Duties include ordering catering, room set-up, and food service.
- Administrative responsibilities may also include data entry of bills for payment, assisting with the passing on of project support donations, filing and other tasks as required.

Person Specification

- A committed Christian who seeks to walk in daily fellowship with the Lord Jesus Christ and with other Christian people, and is therefore fully committed the Christian ethos of the Society.
- A person who is both personally and professionally fully committed to the vision and mission of NZCMS.
- Familiarity with receipting, databases and basic accounting principles. Experience with Xero and Infoodle and Microsoft Office would be useful.
- Competent in prioritizing and working with little supervision, self-motivated and trustworthy.
- Good with numbers and computer skills
- Outstanding communication and interpersonal abilities
- A meticulous person with an eye for detail
- A team player with a good sense of humor

This position reports to the Finance Manager

Applications close 28 February 2019