

Sue Conley, Office and Membership Assistant  
15 hours per week

### **Gift Processing:**

- Enter CLF yearly pledges into CLF/UUA data base
- Charge credit card donations and add customers with automatic payments using POS Partner financial program
- Enter CLF member and non-member gifts into CLF/UUA data base; apply gifts toward pledges, if any
- Enter recurring monthly and quarterly CC charges for CLF members and CYF members into CLF/UUA data base.
- Deposit checks at bank
- Create cash receipt journal for all gifts entered and forward to Fiscal Administrator
- Coordinate gift processing and data entry with staff members dependent upon gift entry data
- Contact donors to remind them of expiring CCs, declined charges, or with questions about CCs or checks.

### **Membership:**

- Process membership applications for three-month trial and full membership including welcome letters
- Add new waiver members, send periodic check-in letters, and discontinue memberships
- Reply to any inquiries about membership and questions from members
- Forward membership information to appropriate staff
- Discontinue memberships
- Process Gift of Quest Requests
- Each month notify trial members that membership is ending, discontinue those who don't join, and forward names to appropriate staff
- Correct any membership data in CLF/UUA data base or forward to appropriate staff member
- Process requests from members who want to read Quest online

I recently increased my hours to take on some of the membership processing responsibilities that Iris previously handled. I still enjoy working at the CLF after being here for two years. It continues to be a pleasant, friendly, and supportive work environment.