

Sue Conley, Gift Processor and Membership Assistant
10 hours per week

Gift Processing:

- Enter CLF yearly pledges into CLF/UUA data base
- Charge credit/debit cards and add customers for recurring donations (credit/debit or checking account) using VANCO Services electronic payment service
- Enter CLF/CYF member and non-member gifts into CLF/UUA data base; apply gifts toward pledges, if any
- Enter recurring monthly, quarterly, and annually 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.
- Contact CLF donors for updated credit card information when needed (expiring or declined credit/debit cards) or with questions about credit cards or checks
- Coordinate gift processing and data entry with staff members dependent upon gift entry data

Membership and Misc:

- Update and correct all membership data in CLF/UUA data base or forward to appropriate staff member
- Reply to CLF members questions about contributions and membership and forward other notes, questions, or comments to appropriate staff members.
- Each month notify trial members that membership is ending, discontinue those who don't join, and forward names to appropriate staff
- Process CLF membership waivers; add new members, check in with waiver members annually to see if their financial circumstances have changed. Update membership status according to responses.
- Process discontinued CLF memberships and forward information to appropriate staff members
- CLF Purge Process: Once a year send letter to CLF members who have not donated for two or more years to see if they would like to continue their membership. Discontinue those not interested, process waivers for members granted one, and continue memberships for those who donate.

Last summer my hours went back down to ten hours each week and Beth Murray took on the bulk of membership responsibilities. I have been working for the CLF for three years now and very much enjoy working here. My co-workers have become friends; everyone takes the time check in with each other about how they are doing outside of work and to support and encourage each other.