

MAŃPIYA LÚTA

RED CLOUD

Direct Mail Specialist/Receptionist

Job Status: Full-time

Classification: Non-Exempt

Reports to: Senior Database Administrator

Mission

MaŃpiya Lúta embraces LakŃota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, LakŃota language, art, and culture. RCIS includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience, and compassion.

Summary:

Responsible for the processing of the daily incoming mail, sorting the donor reply devices, and posting gifts into the donor database.

Essential job functions

1. Answer telephone, transfer to proper extension or take messages as necessary.
2. Daily sorting of all incoming USPS mail.
3. Count and record all incoming donations following documented accounting procedures as established by RCIS designated accountants.
4. Enter all donor information into the Raiser's Edge database following RCIS documented data entry procedures.
5. Navigate and enter documentation from the lockbox portal into the Raiser's Edge database.
6. Serve as needed to the donor acknowledgement process; download and print donor acknowledgement letters and cold follow up letters.
7. Sign donor acknowledgement letters with a custom P.S., stuff envelopes ensuring the envelopes and letters having matching address labels, prepare for mailing using the postage machine.
8. Serve in taking material to the post office for outgoing mailing in the morning. Pick up incoming mail in the afternoon.
9. Will prepare letters for outgoing mailing by applying postage and sealing envelopes using the postage machine.
10. Serve as needed for receiving packages..
11. Other duties, as assigned.

Requirements/Qualifications

1. High School Diploma or equivalent
2. Ability to work the scheduled hours assigned.
3. Ability to work and communicate effectively with others, in writing and verbally,
4. Experience with basic letter writing.
5. Experience with a desktop computer, specifically with Microsoft Word and Excel.
6. Willingness to cross-train and assist other personnel in the completion of office tasks.
7. Ability to attend staff training sessions.
8. Possess a valid driver's license.

Physical requirements: Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—85% of work time, walking—15% of work time, bending at the waist and lifting less than 10 lbs.—15% of work time, bending at the waist and lifting 10-15 lbs. 3% of work time.

To Apply:

Send completed application and resume to:

Brenda Bad Heart Bull, VP of HR

Mahpiya Luta | Red Cloud

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