

POSITION POSTING

POSITION: Records and Gift Processing Specialist
REPORTS TO: Director of Advancement Services
DATE POSTED: June 12, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017346

Summary/Objective: This posting is for a full-time, 12-month, 40 hours per week, non-exempt position. This position is responsible for entry and maintenance of constituent records. The ideal candidate will properly code, record and process all charitable donations that may include cash, stocks, pledges, gifts-in-kind and deferred gifts in the Raiser's Edge database. This data entry must be accomplished in an accurate and timely manner; producing gift receipts, acknowledgment and stewardship letters; posting to the general ledger; running gift reports, monthly pledge reminders, creating and updating biographical data for donors, prospects, corporations and foundations; maintaining data integrity; and adding new data to the database.

Required Education and Experience:

1. High School diploma.
2. 18 months work experience in a nonprofit environment, preferably in an advancement office.
3. Proficient in Microsoft Office Software (Word, Excel, PowerPoint and Outlook).
4. Solid working knowledge of relational database architecture.

Preferred Education and Experience:

1. Associates degree preferred.
2. Knowledge of and experience with integrated relational databases, Raiser's Edge and Jenzabar preferred.

Additional Eligibility Qualifications:

1. Be a self-starter and self-motivated.
2. Possess the ability to learn complex data entry codes and procedures quickly.
3. Ability to complete tasks in a timely manner
4. Possess the ability to understand relational databases.
5. Possess basic math skills.
6. Prioritize data entry projects and review work for accuracy; and deal with confidential data.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enter biographical record information and changes for alumni, parents, friends and businesses of the University into the Raiser's Edge database.
2. Process all contributions (cash, stock, pledges, gifts-in-kind, deferred gifts etc.) using the Raiser's Edge database.
3. Update and process donor gifts and information in credit card processing provider.
4. Set up and maintain online giving forms.
5. Generate gift receipts along with creation of gift and pledge acknowledgment letters for signatures, typically within 48 hours of processing the gift.
6. Create new records in campus ERP system and Raiser's Edge.
7. Update constituent records including, but not limited to biographical information.
8. Hire, train and supervise Student Assistants work in Raiser's Edge, including assigning and managing data projects
9. Work with other departments on campus in the collection of constituent data.
10. Create and distribute daily gift and weekly reports to appropriate staff.
11. Send batch totals to business office.

12. Post gifts to general ledger.
13. Send out monthly pledge reminders.
14. Run monthly past due pledge reports.
15. Send out stewardship letters.
16. Create queries and run reports in the Raiser's Edge database.
17. Enhance Raiser's Edge reports as needed.
18. Manage paperwork for and track matching gift information.
19. Verify that gifts are coded with the appropriate campaign, fund and appeal for gift processing.
20. Work with staff in Human Resources to process payroll deduction gifts and employee record creation and updates in Raiser's Edge.
21. Send out annual giving statements to faculty, staff and donors with recurring gifts.
22. Perform all other duties deemed appropriate for this position

Competencies:

1. Collaboration Skills.
2. Communication Proficiency.
3. Ethical Conduct.
4. Organizational Skills.
5. Detail Oriented.
6. Performance Management.
7. Multi-task.
8. Data Entry Proficiency.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Travel:

There are no travel expectations for this position.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017346 no later than July 24, 2017. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer Male/Female/Disabled/Vet.