GORDON COLLEGE
Position Description

Title: Gift Processing Specialist

Function: Under the supervision of the Assistant Director, Gift Processing & Record Services, provides services necessary to support the ongoing fundraising programs of the College, the maintenance of the College data files, the updating of records, the processing of donor gifts and other services supporting the Development team.

Qualities we are looking for:

TRUSTWORTHY Can be relied upon to take the helm when needed and adhere to the utmost confidentiality.

MULTITASKER: Able to do multiple things well, even as information and activity flows through the office with expectations for consistent quality. Organized with the ability to prioritize tasks.

CONSCIENTIOUS. Excels in administrative work. Highly organized. Enjoys detail-oriented projects and tasks but is also able to keep things moving.

ADAPTABLE: Willing to learn new skills, processes, techniques, and technologies. Some flexibility when it comes to working hours, variety of tasks, their environment and more including the willingness to work harder or later to finish projects, or be open to taking on new jobs when required.

COMMUNICATIVE: Proactive and adaptable person who is comfortable communicating and building relationships with individuals at all levels with the ability to convey information well and to conduct themselves tactfully and politely.

How you will apply your gifts:

STEWARDSHIP

1. Understands and performs all functions of gift preparation, gift entry, receipting of gifts, gift record keeping and must be able to:
   a. Determine intended use and designation of all gifts according to the wishes of the donor.
   b. Understands and enforces IRS regulations regarding charitable donations.
   c. Process all donation receipts and acknowledgements both accurately and timely.

DATA ENTRY/ADMINISTRATIVE

1. Enters biographical data in Jenzabar and Sales Force as provided by constituent’s information on checks and/or correspondence.
2. Is proficient in the use of the Jenzabar EX, Sales Force and MS Office.
3. Enforces data integrity and maintains the biographical/demographic information for the College’s Development constituency, including alumni, parents, donors, and faculty/staff.
4. Assists with updating records as necessary from the Development Request system.
5. Performs tasks necessary to support direct mailing campaigns and address updating.
6. Prioritizes and processes requests to enter and update data generated from the Development Office.
7. Maintains the systems for filing, retrieval, retention and disposition of constituent documents, foundation and fund letters.
8. Maintains an inventory of supplies for receipting and acknowledgment needs.
9. Maintains digital database for constituent documents such as contact reports, legal documents, and gift documentation.
10. Other tasks as assigned by the Assistant Director Gift Processing & Record Services, Assistant Director of Advancement Data Services and Director of Development Information Systems and Operations.

**Things we hope to see in the successful candidate:**

We recognize that God has gifted every person with unique gifts and backgrounds. While you may not meet every qualification, you may have a combination of gifts and experience that makes you a good fit for this role.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Must be able to work in a fast paced, demanding office environment.
3. Exhibits strong capabilities in working with a variety of computer software packages, relational data and Excel spreadsheets.
4. Ability to understand and implement government regulations.
5. Sound data processing skills.
6. Ability to relate in a pleasant, patient manner to all visitors, donors, callers and coworkers.
7. Attention to detail.
8. Strong analytical and reasoning abilities.
9. Ability to work independently and as a team of Advancement professionals.
10. Ability to prioritize work assignments.
11. Sensitivity to public relations and confidentiality concerns.
12. Understanding of the goals and objectives of the Development Office.

**Here’s what makes working at Gordon so great:**

- This is a campus that loves God, and strong Christian values infuse every aspect of the workplace.
- The vibrancy of smart, faithful college students, 75% of whom work on campus in virtually every office. As Gordon staff members, we interact on a daily basis with the
future leaders of the church and the College provides release time for you to have the chance to mentor and support them in a variety of ways.

- A generous retirement plan with a 5% institutional match.
- A generous benefits package, which includes ample paid vacation and sick leave, a weeklong holiday break that requires no additional vacation time, and competitive medical and dental benefits packages that include an array of provider options.
- A beautiful, park-like campus environment with hundreds of acres of woods and lakes to walk and explore. Great coffee shops and restaurants are close by and the vibrant arts, sports, shopping, and cuisine culture of the city of Boston is an easy drive away.
- A mission-led organization that wants employees to deepen in their professional, personal, and spiritual strengths and is committed to colleagues’ growth.
- Tuition remission for you and your family members, including opportunities at Gordon-Conwell Theological Seminary and other Christian institutions across the nation.

*If God is calling you to pursue this role, then please fill out an application. We look forward to getting to know you!*

Position Code: DEV-GFTASSOC-1
Grade: 3
FLSA Status: Non-exempt