Title: Advancement Office Manager and Gift Processing Specialist

Function: Under the supervision of the Associate Director of Donor Relations, provides services necessary to support the ongoing fundraising programs of the College, the administrative functions of the Advancement office, the maintenance of the College data files, the updating of records, the processing of donor gifts and other services supporting the Development team.

Description of Duties and Tasks:

Essential Responsibilities:

**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 MANAGEMENT**

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. Prioritizes and processes requests to enter and update data generated from the Development Office.
6. Maintains the systems for filing, retrieval, retention and disposition of constituent documents, foundation and fund letters.
7. Maintains an inventory of supplies for receipting and acknowledgment needs.
8. Maintains digital database for constituent documents such as contact reports, legal documents, and gift documentation.
9. Other tasks as assigned by the Assistant Director of Gift Processing and Record Services.

**ADMINISTRATIVE**

1. Manages Advancement Office general email account, phone line, voicemails and mail.
2. Manages Advancement Office credit card reporting, check requests and requisitions, journal entries and budget transfers.
3. Orders and maintains office supplies for the department.
4. Maintains the Advancement Office calendar, supporting the Advancement Leadership Team.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

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.

Position Code: DEV-AOM-1
Grade: 2
FLSA Status: Non-exempt