Gift Processing Specialist

The Gift Processing Specialist is responsible for creating and entering gift batches in the Advancement database for the Central Gifts Office.

Essential Functions/Major Responsibilities:

• Retain the highest degree of compliance with institutional policies and procedures as well as applicable federal, state and local laws and regulations.
• Process gift and pledge agreement that will require a high degree of detail management to ensure that the donor intent is captured accurately, in addition to conforming to legal and financial requirements.
• Process online gifts into the Advancement database.
• Process gift adjustments per donor or staff request in accordance with proper system procedures.
• Assist with processing high volume gift batches as needed.
• Ability to think creatively and utilize the query and reporting tools of the advancement database to produce reports and lists.
• Update and adjust constituent and gift records as required.
• Perform other job related duties as assigned.

Work Environment:

This position will work in a standard office environment, spend a large amount of time sitting, and spend a large amount of time on a computer.

Interpersonal Contacts:

Interpersonal contacts are frequent and varied and include, but are not limited to, UA/UAF donors and prospects, UA administrators and campus leadership, faculty, staff, students and vendors. Many communications are confidential.
Desired Skills & Abilities:

- Knowledge of IRS charitable gift regulations
- Basic accounting and reconciliation skills.
- Ability to handle a high volume of work and to adjust to changing workload peak periods.
- Knowledge of University of Arizona and University of Arizona Foundation accounting systems and gift policies.
- Ability to work collaboratively with multiple internal customers.
- Ability to be flexible and cooperative in a collaborative, fast paced, dynamic and sometimes stressful environment.
- Knowledge of computer spreadsheets and databases.
- Confidentiality is critical. Must also have a high measure of sensitivity to the personal circumstances of donors, colleges, schools and diverse areas within the University of Arizona, the UA Foundation, and other affiliated organizations within the system.

Minimum Qualifications:

- Three or more years of experience with relational databases, browsers, search engines and MS Outlook, Excel and Word;
- Excellent attention to detail;
- Proficient in investigating and solving problems;
- Experience in a higher educational setting.

Job Specifics:

Department: Gift Processing
Hours: 40 per week Benefits: Yes
Opening: May 10, 2018 Closing: Open Until Filled

Apply: Email a letter of interest, resume, and three professional references to: HRTM@uafoundation.org. Please include job number GP1810 in the subject line.