



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Gift Processing Specialist

JOB SUMMARY

Performs a variety of complex duties associated with a highly confidential gift processing function. Responsible for receiving gifts to the University or the TWU Foundation in the form of cash, checks, charge cards, stock transfers, oil and gas royalty payments or other valuables. Enters pledges and pledge payments, processes matching gifts, and generates institutional donor acknowledgements letters. Work is performed under general supervision within established policies and procedures with considerable independence and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Institutional Development

Supervises: May supervise clerical staff

PRIMARY DUTIES - *May include, but not limited to the following:*

Receives gifts in the form of cash, checks, charge cards, stock transfers, oil and gas royalty payments, or other valuables.

Analyzes each gift and documentation to determine the proper way to deposit the gift.

Researches missing information or clarification.

Assigns priorities and determine daily workflow for all Gift Processing Specialists.

Forwards misdirected monies to appropriate persons.

Enters pledges and pledge payments in an accurate and timely manner into a complex database system. Does pledge write-offs as requested by Development Officers; maintains file of such requests.

Processes (or supervise the processing of) more complex transactions, including stock transactions, matching gift transactions, in-kind gifts, oil and gas royalty payments, and payroll deductions.

Assists with entry of routine transactions as needed.
Ensures that gifts are entered in a first-in, first-out method.
Ensures that gifts are posted within 3 days of receipt and promptly acknowledged per University policies.
Maintains system of matching gift company documentation and matches in-progress.
Communicates with matching gift coordinators at corporations as needed.
Manually deposits all foundation gift monies for Foundation gifts. Arranges for transmittals from Foundation for gifts made out to Foundation but intended for University accounts.
Maintains online database of alumni, friends, community leaders, corporations, and organizations using the Internet, directories, correspondence, newspapers, and other sources.
Responsible for tracking and updating any needed forms and other supplies for gift processing.
Processes computer-generated receipts and pledge reminders.
Sets up new designation numbers tied to Oracle accounts.
Sets up new campaign codes, appeal codes, constituent codes.
Coordinate with Bursar and ITS on procedures for posting gifts to Oracle and on any problems that may occur in posting.
Ensures that daily reports are available to ID staff as well as other routine reports.
Processes new payroll deductions requests and ensures accuracy of deduction spreadsheet received from Payroll.
Maintains a tickler file for recurring credit card gifts.
Generates donor acknowledgement letters for Development Officers on small gifts and for Dr. Stuart on larger gifts.
Ensures that copies of gift documentation and acknowledgement letters (for gifts of \$1000 or more) are filed in donor files.
Maintains documentation of all posted gifts, filed in chronological batches.
Maintains notebook of daily posting reports.
Notifies family members of gifts given in honor or/in memory of someone.
Notifies Library when WASP gifts are received.
Communicates with Conference Services monthly to get list of Little Chapel Brides for entry into database.
Manually adds students from Colleague into Raiser's Edge in order to link students with the scholarships they receive.
Continues to work to clean up database.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required; college degree preferred.

EXPERIENCE

Four years progressively responsible clerical experience, basic understanding of accounting principles. Experience with alumni donor database preferred. Experience with Raiser's Edge software database system highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

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SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.