



# Gift Processing & Donor Stewardship Coordinator

(Administrative Program Assistant)

**Department:** University Advancement

**Salary Range:** \$2555 - \$3796 monthly

**Class:** C0107 **Recruitment #:** S1739

**Review Date:** Review of applications begins **July 17, 2017**. Position open until filled.

This is a regular, full-time, 12-month position in the Advancement Department and is represented by the Oregon Public Employees Union/Service Employees International Union. The resource development arm of University Advancement is responsible for community relations, fund raising, prospect research, alumni relations, and the operation of the WOU Foundation.

## QUALIFICATIONS

- Associates degree or higher
- Three years of office experience which included two years at full performance level and experience generating documents
- Lead work responsibility or coordination of office procedures
- Knowledge and understanding of accounting theory and practices
- Detail and logistics oriented and adherence to a donor-centered approach to fundraising
- Excellent verbal, interpersonal and written communication skills
- Organized, motivated, ability to problem-solve, balance multiple tasks and perform well under pressure and within time constraints with a high degree of accuracy and diplomacy.
- Proficient with Excel and other personal computers and office software applications. Experience with Raisers Edge software is preferred.

**\*\*A criminal background check will be required as a condition of employment**

***We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.***

## DUTIES AND RESPONSIBILITIES:

### Gift Processing and Acknowledgment

- Coordinate and prioritize daily gift processing and ensure accuracy of donations; ensure compliance with PCI-DSS; process cash, checks, credit cards, on-line securities, in-kind, pledges and matching gifts and prepare donations for daily deposits; monitor data entry of all donations and pledges for accuracy in gift allocation, honoring donor intent and checking data entry accuracy; verify and research payments against pledges; process reports for gift and pledge batches, reconcile and process monthly employee payroll deductions with Payroll Department; adjust gifts and pledges
- Special handling of non-routine deposits; ensure gifts are correctly recorded in the donor database and properly acknowledged; track payroll deduction donors; prepare annual receipt letters for payroll deduction, recurring gift donors and others; prepare annual endowment donor reports
- Prepare and revise gift acknowledgement letters for campus leadership appropriate to the type and level of the gift; review all donor receipts to ensure accuracy and donor intent; ensure that donor acknowledgements are mailed timely

### Stewardship and Donor Services

- Create new records in Constituent Relationship Management (CRM) System for gift processing and research and maintain current and accurate information within the CRM; work closely with Advancement team and

University providing research, documentation, information, reports, and support regarding donated and raised funds and account inquiries; prepare donor recognition reports for university departments, divisions and organizations and distribute; work with these groups to ensure that a personalized donor acknowledgement and stewardship is made by a representative of the University; distribute financial reports to the campus community; provide quality customer service

- Recognize, report or acknowledge donor opportunities; create and execute various aspects of a specific plan in conjunction with annual giving coordinator and development officers to steward donors; coordinate and maintain stewardship information using Advancement/Foundation website as a source of recognition, stewardship and cultivation

#### **Scholarship Stewardship**

- Work with Financial Aid Office to coordinate the scholarship management program; maintain donor profiles and foundation scholarship fund information; work with Financial Aid to correspond with students, ensuring they write letters of gratitude for scholarship donors and/or their family; become familiar with student financial aid policies in regards to how they relate to foundation scholarships

#### **Administrative and Departmental Assignments**

- Receive fund withdrawal authorization forms from campus constituents, verifying available funds, classifying to correct funds, accounts and activities; perform data entry of accounts payable invoices and generate computer printed checks; follow through with filing of all gift, pledge, non-gift income and payables paperwork and assist with or prepare various reports; ensure accurate processing of revenues and expenditures for financial integrity and accuracy
- Serve in back-up and/or overflow capacity to the receptionist in processing purchase orders and in handling office telephone calls; provide customer service to alumni and campus constituents; cross train in various accounting tasks and duties to provide support to Director of Finance and Business Operations; manage reservations for motor pool car; coordinate and prepare departmental student time rosters for payroll

#### **General**

- Develop procedures, systems and forms necessary for work completion and efficient workflow; supervise student workers; maintain confidentiality regarding all gifts through the Foundation and other office assignments

#### **WORKING CONDITIONS:**

Deadlines and the need to perform multiple tasks simultaneously often create a highly intense, stressful environment. Evening and/or weekend hours in connection with Foundation and Advancement meetings and/or activities are required.

#### **APPLICATION PROCESS**

*You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)*

#### **Required Application materials (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/classified](http://www.wou.edu/classified))
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

*As an alternative, you may submit application materials to:*

**S1739, Gift Processing & donor Stewardship Assistant**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**