

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Gift Processor

Institutional Advancement

Function of Position:

Responsible to the Director of Advancement Services & Prospect Research for departmental bookkeeping and data entry/maintenance functions including gift recording, receipting, and assistance with report writing. Incumbent works with students, team members, college employees, donors, and/or guests of the college, treating all with respect.

Principal Duties and Responsibilities:

- 1) Post donations (cash, checks, stocks, online or credit card gifts, planned gifts, gifts-in-kind) to proper gift designations in donor database expeditiously, accurately, and according to regulatory and institutional policies; submit transmittals to Business Office; file copies of documentation and maintain records for auditing purposes; process thank-you letter receipts and envelopes; monitor database for ongoing gift-related accuracy.
- 2) Enter pledges and produce and process all pledge reminders, including phonathon pledges and 30, 60, 90 day pledge reminders; manage monthly payroll deductions, ACH transactions and credit card transactions/payments.
- 3) Assist with compilation and production of various special donor reports including benchmark analysis reports, CAE report, and other financial data reporting.
- 4) Assist Information Technology Services and Business Office in closing, auditing and balancing at end of each fiscal year. Assist auditors by retrieving designation of gifts documentation.
- 5) Audit donor records to determine eligibility for matching gifts; complete matching gift forms and submit to respective companies.
- 6) Provide support and backup with report writing.
- 7) Help train student worker(s) to assist with filing, data entry, typing matching gift forms, and other division related responsibilities, as needed.
- 8) Perform general office duties and/or customer service.
- 9) Attend conferences, trainings, and/or meetings both on and off campus.
- 10) Perform other related duties as assigned.

Supervision:

Definite objectives are set up for the employee by supervisor(s), requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Minimum Qualifications:

Requires knowledge equivalent to an Associate's Degree with two years of related experience in accounting/finance and database applications. Query/report writing experience a plus. Must possess high level of attention to detail; ability to maintain confidentiality standards in safeguarding donor information and records; timeliness and accuracy; written and oral communication skills in a team environment; a strong appreciation for the liberal arts college environment and mission.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.