

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.