

The University of Texas at San Antonio

Job Description

Job Title: Gift Services Manager
Code: 19104
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Endowment Compliance and Gift Services/University Advancement
Reports To: Director of Endowment Compliance and Gift Services

Summary

- Function: To provide oversight and expertise for the gift processing and acknowledgement function and Gift Services data activities for University Advancement.
- Scope: Responsible for overseeing the Gift Services unit, coordinating and facilitating gift recording, cash handling, gift acknowledgement, and related gift processing duties.

Duties

- Typical:
 1. Manages and oversees the processing of gifts, in accordance with federal, state, system and institutional regulations, policies and procedures.
 2. Develops, maintains and implements policies and procedures ensuring accuracy and standardization of gift processing and acknowledgements.
 3. Enforces a system of internal safeguards and controls to ensure fiscal responsibility and accountability.
 4. Supervises gift and data entry staff: recruits, hires, trains, counsels and evaluates staff. Determines and communicates work assignments.
 5. Maintains a manual of policies and procedures; performs periodic review and makes recommendations.
 6. Reviews data to ensure completeness, integrity and accuracy.
 7. Develops and produces routine and custom gift processing reports.
 8. Coordinates with Accounting Office for monthly and annual gift reconciliation.
 9. Provides backup to key functions of Gift Services Specialists.
 10. Performs other duties as assigned.
- Periodic:
 1. Maintains current knowledge of federal, state, system, institutional and industry policies regarding gift management.
 2. Attends meetings; serves on committees.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Accounting, Business or a related field from an accredited institution.

Other Requirements

Required	Preferred
Demonstrated experience with The Raiser's Edge, or similar donor database.	N/A
Ability to communicate in writing with a solid understanding of English grammar, spelling and punctuation.	
Demonstrated ability to communicate orally with individuals at all levels both within and outside of the organization	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of gift processing, development services, gift administration, advancement, and/or accounting experience in a non-profit setting.	Four or more years of similar experience.
	Supervisory experience.

Equipment

Required	Preferred
Personal computer, Microsoft Office and standard office equipment.	Data management experience with The Raiser's Edge.

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Direct supervision from administrator.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.