

The University of Texas at San Antonio

Job Description

Job Title: Senior Gift Services Specialist
Code: 19105
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Endowment Compliance and Gift Services/University Advancement
Reports To: Gift Services Manager

Summary

- Function: To supervise and perform data entry into the development database for gifts and donor information.
- Scope: Responsible for monitoring and performing data entry, ensuring accuracy and efficiency.

Duties

- Typical:
 1. Oversees the daily entry of gifts and pledges into the database.
 2. Proofs gift batches for accuracy; works with staff to correct errors.
 3. Assists Development Officers to record pledges and produce reminders or invoices.
 4. Manages the creation of new records and the updating of existing records in the database.
 5. Works with the Database Administrator to ensure data integrity and determine work solutions for quality improvement.
 6. Provides guidance to lower level gift services staff.
 7. Performs other duties as assigned.
- Periodic:
 1. Trains staff in gift processing and procedures.

Education

Required	Preferred
High School Diploma or GED.	Bachelor's degree from an accredited institution.

Other Requirements

Required	Preferred
Ability to maintain a high level of productivity and quality in a fast-paced, deadline-driven, team environment.	N/A
Strong interpersonal and problem-solving skills.	
Ability to maintain confidentiality.	
Demonstrated superior customer service skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of gift processing, development services, gift accounting, or similarly related experience.	Similar experience with donor databases.
	Similar experience in higher education.

Equipment

Required	Preferred
Personal computer, Microsoft Office, database software and standard office equipment.	Experience with The Raiser's Edge database.

Working Conditions

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

Supervision

Received	Given
Determines own work methods and solves problems utilizing specialized knowledge and experience. Specific direction provided on new tasks	Indirect supervision of staff and/or direct supervision of student workers.

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.