



Human Resources

<b>Job Title:</b> <b>GIFT AND DATA SERVICES COORDINATOR</b>	<b>FLSA Classification:</b> <i>(FLSA Federal Law GUIDELINES)</i>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Reports to:</b> Director of Technology and Operations	<b>Location:</b> St. Edward's University, 3001 S. Congress Ave., Austin, TX
<b>Department:</b> Advancement Operations within University Advancement	<b>Division:</b> University Advancement
<b>Employment Category:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Paygrade:</b> <i>(EEO &amp; Equal Pay Act of 1963 Guidelines)</i> <b>Classification 318</b>

**PRIMARY PURPOSE OF POSITION**

The Gift and Data Services Coordinator in the Office of University Advancement is the gift and data processor of the advancement module of the university's enterprise system and division's third-party systems. This position serves as the systems expert for all gift and records management operations ensuring that all gift and records-related activity is completed according to University and industry standards and best practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the primary gift and data processor in the advancement module of the university's enterprise system and division's third-party systems.
- Performs all gift, matching gift, pledge, and other financial processing activities from collection and entry through to receipting.
- Performs records management activities including data acquisition, verification, entry, analysis, clean up, archiving, and auditing.
- Performs gift and pledge accounting including financial reconciliation between the advancement office, business office, and third-party systems.
- Assists with the creation, maintenance, and distribution of gift, pledge, and financial reports.
- Assists in the development of policies and procedures for gift processing, pledge processing, receipting/acknowledgement/notification, records management, financial reconciliation, accounting activities, and other related business processes.
- Creates and maintains training and business process documents.
- Trains and supervises student staff when appropriate and necessary.
- Performs other duties as assigned.

**QUALIFICATIONS**

- High school degree required. Associates or Bachelor's degree in business, finance, information systems, or accounting preferred.
- Minimum of two years of information systems experience using ERP/CRM/SaaS solutions. Experience with Banner Advancement and the Salesforce platform preferred.
- Minimum of two years of experience in accounting, reconciliation, finance, treasury, or related business processes including data entry, gift/pledge/invoice processing, and money handling. Experience in fundraising preferred.
- Must have proficiency using Microsoft Office (Excel, Word and PowerPoint), Google Docs, and other computer applications.

- Excellent verbal and written communication.
- Ability to perform work accurately and thoroughly; excellent attention to detail and organizational skills.
- Excellent customer service skills.
- Successful completion of an employment and/or criminal history background check required of final selected candidate.

### **WORKING CONDITIONS**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth. (ADA, OSH Act, and Occupational Safety and Health Administration Standards

- Work will be performed in an office environment.

### **PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to climb stairs.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.
- Physically able to spend significant time reading both on paper and on a computer.

### **SUPERVISORY RESPONSIBILITIES**

List by job title any other positions to be supervised by this position.

N/A

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*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Employee (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

HR OFFICE USE ONLY:	
<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Printed Name of Approver:</b>	<i>Printed name of the person with the authority to approve the job description.</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>