

The University of Akron
Classification Specification

Job Title:	Sr Coord Donor Gift Oper & Srvs	Job Code:	44372
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Exempt
SOC Description:	4000 Business/Administrative Division	Date:	1/18

Job Summary:

Provides strategic direction and management of gift operations and services. Ensures that appropriate processes and procedures are in place to capture all donations and future commitments to the University and the University of Akron Foundation. Gifts and pledges are properly and accurately recorded, deposited with related data captured and communicated to appropriate internal and external constituencies. Maintain compliance with IRS guidelines, CASE Standards, gift acceptance policies and audit standards.

Essential Functions:

50% Develop and manage gift operations and services, its data system, while adhering to gift acceptance policies, CASE Standards and IRS rules and regulations.

15% Train, assign and evaluate work of full-time employee, as well as part-time student employees assigned to gift operations and services related tasks.

10% Develop, train and monitor policies/procedures related to gift operations and services, data systems and gift information. Respond to donor and giving related inquiries and issues.

10% Perform in depth research and oversee updates Alumni/Development database, ensuring constituent information is accurate and complete. Assign donor prospects per gift level.

10% Partner with UA Foundation, UA Controller's Office and other internal and external entities on fund deposits, gift allocations, Reconciliation and fund reporting.

5% Collaborate on new fund/scholarship descriptions, solicitation materials, and the UA personnel and external constituencies to accurately reflect donations, premiums and donor benefits.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years experience working with general accounting procedures and data entry. Strong attention to detail and accuracy in working with numbers and money. Excellent customer services skills with strong verbal and written communication abilities to work with internal and external donors and partners. Proven leadership/management skills required. Strong computer and problem solving skills required. Experience with a complex enterprise system with PeopleSoft preferred, to document and track gifts and financial transactions. Ability to strategically align gift opportunities with UA priorities. Knowledge of CASE gift acceptance policies and IRS rules related to charitable gifts. Understanding of record retention principles and confidential data standards. Ability to develop and implement strategic plans with documented processes and procedures. Ability to work in a fast-paced environment is required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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