

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Gift Administrator
<b>Department/Group:</b>	Gift & Record Management / Gift Services
<b>Location:</b>	1800 Grant Street, Suite 725 Denver, CO 80203
<b>Reports To:</b>	Director, Gift Management
<b>FLSA Status:</b>	Non-Exempt
<p><b>Job Summary</b></p> <p>The Gift Administrator performs with a wide variety of processes and procedures related to philanthropic contributions received and processed by the Foundation for the benefit of the University of Colorado. S/He analyzes gift and commitment information and documentation from various sources and updates donors' records as appropriate. This position processes all forms of gifts and commitments through the Foundation's database, generating records and receipts. S/He responds to inquiries from Foundation and University staff as well as donors and resolves questions and concerns related to gift and commitment information in the database.</p>	
<p><b>Essential Duties</b></p> <ul style="list-style-type: none"> <li>• Responsible for specific areas of the daily contribution processing workflow, generally maintaining a two (2) business day turnaround for all gifts and commitments. This includes researching biographical information and/or analyzing source documents to ensure correct information regarding donors and their contributions is entered accurately and timely into the Foundation's database</li> <li>• Ensure a high level of customer service is maintained when receiving and handling requests from internal and external customers, representing the Foundation and University in a positive and professional manner, including maintaining and responding to questions, requests, and concerns received via the Gifts e-mail inbox in Cherwell or the phone hotline</li> <li>• Assist in maintenance of operating procedure documents to support department activities and increase productivity and quality assurance of gift processing</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Perform administrative support, such as receiving and sorting mail, and assisting the team as needed</li> <li>• Perform other duties as assigned</li> </ul>	
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to quickly acquire and apply new skills and knowledge for one or more processes or areas</li> <li>• Ability to maintain high level of accuracy while meeting deadlines</li> <li>• Ability to work on assignments that are moderately complex in nature where judgment and analysis is required in resolving problems and making recommendations</li> <li>• Effective interpersonal skills including the ability to maintain confidentiality</li> <li>• Solid customer service skills with the ability to communicate effectively verbally and in writing as well as using good judgment in situations requiring initiative and tact</li> <li>• Solid time and project management skills</li> <li>• Solid computer knowledge and ability to use word processing, email, spreadsheet and database software programs. Computer skills may be subject to testing/verification</li> </ul>	

**Education**

- Associate degree or a minimum of two (2) years of experience in a related field, or equivalent combination of education and experience required
- Bachelor's degree preferred

**Experience**

- Minimum of one (1) year of data input, database and/or other directly related experience required

**Software and Equipment Utilized**

- Operate routine and non-routine office related equipment, including set up, adjustments and operational procedures (e.g., word processing equipment, personal computer, scanners, and digital copier/printer)
- Operate a personal computer using word processing, spreadsheets, data-bases, or presentation applications, e.g. Microsoft Office Products (incl. Word, Excel and Outlook); Cherwell Service Management, Quick Scan Pro and Ellucian Advance database software

**Supervisory Responsibility**

- Assist with the training of temporary or new employees as directed

**Physical Demands and Working Conditions**

- Overtime may be required as well as PTO may not be approved at fiscal and calendar year end.
- Work in a normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently
- Stationary at a desk for most of day, working with standard office equipment (such as phone, fax and personal computer)
- Ability to navigate stairs frequently during the course of a business day in various work locations

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

To apply, please submit cover letter and resume via email to:

Rebecca Weitz  
Senior Director, Gift Management  
Email: rebecca.weitz@cufund.org