# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrator, Gift Services</th>
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<tbody>
<tr>
<td>Department/Group:</td>
<td>Gift Services</td>
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<tr>
<td>Location:</td>
<td>Denver, Grant Street</td>
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<td>Reports To:</td>
<td>AVP, Gift Services</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Pay Range</td>
<td></td>
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<tr>
<td>Date Prepared</td>
<td>6/21/2019</td>
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<tr>
<td>Date Revised</td>
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## Job Summary

The Administrator, Gift Services, will assist in all Gift Services department initiatives. This includes assisting in the creation of gift funds in the donor database, administration of gift compliance coding and audits, management of the gift agreement work flow and the handling of special projects. S/he works in partnership with Foundation Gift Management and Finance & Accounting as well as CU Gift Administration and University advancement staff in various areas from inception of gift/grant agreements to the flow of funds to the University and utilization of funds by the University.

## Essential Duties

**GIFT FUND SUPPORT**
- Support Gift Management in the creation, modification, and closing of gift fund records in the donor database (Advance), including applying/updating compliance codes and purpose language
- Manage fund related documentation, including creating hard copy files and ensuring all relevant documentation is scanned to the appropriate systems

**GIFT COMPLIANCE**
- Assist in the application of compliance codes to gift funds, including running and developing control reports to ensure funds are coded and captured in the system correctly
- Coordinate execution of tasks and action items associated with fund compliance

**GIFT AND GRANT MANAGEMENT**
- Assist in the management of gift and grant agreements, including, helping manage the gift and grant agreement workflow, preparing documents for execution, and identifying and initiating next steps
- File and/or upload fully executed gift agreements as well as other gift fund documentation

## Other Duties
- Perform other duties as assigned

## Knowledge and Skills
- Strong organizational skills and attention to detail
- Excellent customer service skills
- Strong ethical business practices
- Excellent history of attendance and on-time performance
- Ability and patience to sit for long periods of time entering and working with data
- Ability to take directions, using active listening skills, asking questions and taking notes if necessary
- Ability to communicate well verbally and in writing
- Ability to perform as an effective, positive team member and also work independently
- Ability to identify issues and suggest solutions
- Personal computer proficiency required, especially as related to the software referenced under “software utilized” (see below). Computer skills may be subject to testing/verification

**Education**
- Bachelor’s degree required
- Degree in non-profit management preferred

**Experience**
- A minimum of two years’ experience working in a similar environment required
- Experience in data entry, data and project management, record keeping and/or secretarial work essential
- Knowledge of gift agreements, gift acceptance, data collection, relational databases and basic accounting procedures desired
- Background in non-profit management, fundraising, donor relations, stewardship or other relevant nonprofit experience desired

**Software 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, PowerPoint and Outlook); FinancialEdge; Ellucian Advance database software

**Physical Demands and Working Conditions**
- 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 email cover letter and resume to:
Saskia Sawyer
AVP, Gift Services
Saskia.Sawyer@cufund.org.