Manager of Gift Processing and Records

Institutional Advancement

Vice President of Institutional Advancement

Job Summary:

Oversees the recording of all gifts received by the University, and is responsible for managing this information and transmitting it, in systematic records, to the appropriate administrative and managerial staff. Maintains the confidentiality of records and information. This position reports to the Vice President of Institutional Advancement.

Qualifications:

- Some college education required, Bachelor's degree preferred.
- Four years of relevant work experience.
- Must be able to work with little or no supervision.
- Must have experience in Poise, Jenzabar, Colleague, Raisers Edge, or similar advancement/development database management systems.
- Must possess proficiency in work processing, database and spreadsheet programs; ability to use University data system.
- Excellent communication and organizational skills.
- Ability to maintain a high level of confidentiality.

Essential Duties and Responsibilities:

- Operated standard office machines, including personal computer.
- Maintains comprehensive files and records of all private gift revenue to the University.
- Generates weekly and monthly reports.
- Monitors daily gift entries and changes, reviews necessary data corrections, and verifies the successful execution of the gift recording, receipting and acknowledgement process.
- Generate transmittals and acknowledgement letters/receipts for contributions made to the University.
- Researches gifts and giving histories on donors to the University.
- Prepares reconciliation reports for scholarship funds.
- Updates constituent records and maintains the database.
- Generates mailing phonathon list upon request.
- Performs other duties as assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
Application Submission:

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience.
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA 19352

Or

Email: hr@lincoln.edu