

## General Information

<b>Job Description</b>	ADMIN OFCR 2 CX	<b>Working Title</b>	Senior Gift Specialist
<b>Job Code</b>	004263	<b>Grade</b>	
<b>Department Name</b>	Advancement Services - D01282	<b>Department Head</b>	Kimberly McDade
<b>Supervisor</b>	Lisa Wilson	<b>Effective Date</b>	

## Position(s) Directly Supervised

Job Code	Title	FTE
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## Department Custom Scope

Under the direction of the Director of Gift Administration, the senior gift specialist is an integral member of the Gift Administration team responsible for the quality and integrity of the alumni and donor database and ensuring that all gifts and pledges are recorded, acknowledged, and reported accurately and in a timely manner, in accordance with established policies and procedures. The senior gift specialist administers gifts to the Regents, serves as the resource for gift policy, IRS regulations, questions about donations to UCR and UCR Foundation, and assists with regular and ad-hoc reporting. Please note the budgeted amount for this position is up to \$63,266.

## Education & Experience Requirements

### Education Requirements

Degree	Requirement
Bachelor's degree in related area and / or equivalent experience / training.	Required

### Experience Requirements

Experience	Requirement
Minimum of 4 years of related experience such as processing gifts.	Required
Experience in higher education.	Preferred
Experience in Raiser's Edge database.	Preferred

## License Requirements

### Certification Requirements

Certification	Requirement
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### Educational Condition Requirements

Condition	Requirement
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## Key Responsibilities

Description	% Time
Administers the VCUA Online Gift Acceptance System Verifies information in the Gift Acceptance System and determines appropriate procedure based on the gift type. Ensures gift requirements are met in accordance with IRS, CASE, and University policies. Works closely with the University Accounting office, the Office of Research and Economic Development, and campus department finance personnel to coordinate the processing and information exchange relating to Regents gifts. Ensures all documentation is complete and prepares gifts for official acceptance by the University. Produces UC Regents gift receipts in accordance with IRS regulations and enters gift information into the donor database. Ensure compliance with Federal export control requirements.	25
Functions as a resource for gift policy, IRS regulations as they pertain to gifts, and financial discrepancies in gift records. Serves as a resource to the campus for gift-related questions. Stays abreast of new policies and guidelines that affect processing gifts to the University. Assists campus departments and Development Officers in determining the appropriate actions for receiving various types of gifts. Works directly with donors to answer questions and assist them with making gifts to the University. Works closely with Campus Accounting and Foundation Accounting staff to resolve any discrepancies in the counting and reporting of gifts. Assists Internal Audit office to provide donation information.	20
Enter Private Grant Payments Responsible for using the Campus Accounting system to run reports on grant payments received and entering the payments into the donor database and link them to the correct grant award. Serve as back-up to the director to log into the Office of Research Reporting Portal and PAMIS to review and evaluate private grants using extensive knowledge of grant administration practices to determine whether they can be recorded as private support to the University and enter those into the database.	15
Process Gifts to the UC Riverside Foundation Responsible for evaluating supporting documentation for donations to the UC Riverside Foundation to verify gift source, type of asset, office of acceptance, pledge status, recipient department, fund, and purpose. Download gifts from multiple online giving platforms, ACH's and gifts of securities as well as other means of giving, to prepare for gift entry. Keeps abreast of IRS regulations and CASE guidelines for charitable contributions. Produces Foundation gift receipts in accordance with IRS regulations and enters gift information into the donor database.	15

Description	% Time
<p>Gift Reporting Assist the director in running various routine, trend analysis, and ad hoc reports as needed for campus stakeholders or as requested by internal and external departments. These include the Monthly Gift Summary reports, Monthly Unit Fundraising reports, Daily Gift report, CFAO reports, various monthly reconciliation reports, and the Annual Voluntary Support of Education Survey. Requires an understanding of the alumni and donor database query tool and how data is stored to accurately provide ad hoc reports as needed. Researches and resolves any financial discrepancies.</p>	15
<p>Input detailed biographical data and other duties Responsible for inputting detailed biographical information in the constituent database of alumni, parents, faculty, staff, corporations, foundations, and friends. Maintains address, occupation, UCR support group memberships, education, relationships, mailing and affiliation lists as well as other biographical information. Ensures logical consistency within each constituents' data file. Runs routine and ad-hoc reports to ensure the quality of our data and provides in-depth data quality analysis. Assists the director in reviewing gift batches for accuracy before posting gifts to the database and reviewing the biographical updates in the database for accuracy. Maintains list of fund contact persons for monthly fund reports to campus stakeholders.</p>	10

## Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
<p>Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.</p>	Required
<p>Ability to use sound judgment in responding to issues and concerns.</p>	Required
<p>Ability to use discretion and maintain confidentiality.</p>	Required
<p>Solid organizational skills and ability to multi-task with demanding timeframes.</p>	Required