



The University of Texas at San Antonio™

Job Description

Job Title:	Gift Services Manager	Job Family:	Advancement
Type:	Exempt	Job Code:	19104
Department:	Endowment Compliance and Gift Services/University Advancement	Salary Grade:	60
Reports to:	Director of Endowment Compliance and Gift Services	Created/Revised:	7/14/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

To provide oversight and expertise for the gift processing and acknowledgement function and Gift Services data activities for University Advancement. Responsible for overseeing the Gift Services unit, coordinating and facilitating gift recording, cash handling, gift acknowledgement, and related gift processing duties.

Core Responsibilities

Typical:

1. Manages and oversees the processing of gifts, in accordance with federal, state, system and institutional regulations, policies and procedures.
2. Develops, maintains and implements policies and procedures ensuring accuracy and standardization of gift processing and acknowledgements.
3. Enforces a system of internal safeguards and controls to ensure fiscal responsibility and accountability.
4. Supervises gift and data entry staff: recruits, hires, trains, counsels and evaluates staff. Determines and communicates work assignments.
5. Maintains a manual of policies and procedures; performs periodic review and makes recommendations.
6. Reviews data to ensure completeness, integrity and accuracy.
7. Develops and produces routine and custom gift processing reports.
8. Coordinates with Accounting Office for monthly and annual gift reconciliation.
9. Provides backup to key functions of Gift Services Specialists.
10. Performs other duties as assigned.

Periodic:

1. Maintains current knowledge of federal, state, system, institutional and industry policies regarding gift management.
 2. Attends meetings; serves on committees.
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Minimum Requirements

Education/Certifications

- Bachelor's degree from an accredited institution.

Preferred Education/Certifications

- Bachelor's degree in Accounting, Business or a related field from an accredited institution.

Experience

- Two years of gift processing, development services, gift administration, advancement, and/or accounting experience in a non-profit setting.

Preferred Experience

- Four or more years of similar experience.
- Supervisory experience.

Knowledge Skills & Abilities

- Demonstrated experience with The Raiser's Edge, or similar donor database.
- Ability to communicate in writing with a solid understanding of English grammar, spelling and punctuation.
- Demonstrated ability to communicate orally with individuals at all levels both within and outside of the organization
- Personal computer, Microsoft Office and standard office equipment.
- Data management experience with The Raiser's Edge.

Core Competencies

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Working Conditions

Working Environment:

- Normal office conditions.
- Occasional evening and weekend hours.

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional