



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Gift Services Specialist	Job Family:	Advance
Type:	Classified – Non-Exempt	Job Code:	19105
Department:	Endowment Compliance and Gift Services/University Advancement	Salary Grade:	59
Reports to:	Gift Services Manager	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires 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

Supervise and perform data entry into the development database for gifts and donor information.

Core Responsibilities

1. Responsible for monitoring and performing data entry, ensuring accuracy and efficiency.
2. Oversees the daily entry of gifts and pledges into the database.
3. Proofs gift batches for accuracy; works with staff to correct errors.
4. Assists Development Officers to record pledges and produce reminders or invoices.
5. Manages the creation of new records and the updating of existing records in the database.
6. Works with the Database Administrator to ensure data integrity and determine work solutions for quality improvement.
7. Provides guidance to lower-level gift services staff.
8. Trains staff in gift processing and procedures.
9. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
10. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
11. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- High school graduate or equivalent

Experience

- Three years of gift processing, development services, gift accounting, or similarly related experience.

Knowledge Skills & Abilities

- Ability to maintain a high level of productivity and quality in a fast-paced, deadline-driven, team environment.
- Strong interpersonal and problem-solving skills.
- Ability to maintain confidentiality.
- Demonstrated superior customer service skills.
- Proficient in Microsoft Office Suite and database software.

Core Competencies

Instructions: Select the appropriate Competency section below based on position. Options: Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Office Environment.
- Occasional evening and weekend hours.
- Personal computer and standard office equipment.

Physical Demands:

- Describe any Physical Demands of the Position