



The University of Texas at San Antonio™

Job Description

Job Title:	Gift Services Specialist I	Job Family:	Advancement
Type:	Non-Exempt	Job Code:	19107
Department:	Endowment Compliance and Gift Services/University Advancement	Salary Grade:	58
Reports to:	Gift Services Manager	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 skills in the acknowledgement and receipt gifts to the University. Responsible for data entry and verification into the donor database.

Core Responsibilities

Typical:

1. Enters and verifies of gifts and pledges into the database; ensures documentation package is complete and accurate.
2. Assigns account numbers, campaign and appeal codes, solicitor codes and other required information to gifts.
3. Delivers gift deposits to Fiscal Services.
4. Creates electronic files for gifts, pledges, agreements and other development documentation.
5. Creates and updates constituent records.
6. Organizes and maintains the filing system.
7. Performs other duties as assigned.

Periodic:

1. Assists members of the Advancement Services team with special projects or assignments.

Minimum Requirements

Education/Certifications

- High School Diploma or GED.

Preferred Education/Certifications

- Bachelor's degree from an accredited institution.

Experience

- Four years of data entry, administrative support and/or bookkeeping experience.

Preferred Experience

- Similar development, gift processing, or financial experience.
 - Similar experience in higher education.
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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.
 - Personal computer, Microsoft Office, database software and standard office equipment.
 - Experience with The Raiser's Edge database.
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Core Competencies

Individual Contributor:

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

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