



## WINGATE UNIVERSITY

### Position Description

**Position Title:** Gift Records Coordinator, Advancement Services

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

**FLSA Classification:** Hourly, Non-Exempt Staff, 12-month position

#### **Primary Duties and Responsibilities:**

The Gift Records Coordinator will be responsible for timely and accurate processing, accounting, reporting and receipting of pledges and gifts.

- Review, process and record gifts into the Raisers Edge system including posting pledges and payments. Reconcile and balance gift batches while maintaining electronic filing systems. Coordinate monthly payroll deductions with Payroll Supervisor.
- Manage the following with Raiser's Edge: - Maintain integrity of constituent records by adding new records, updating records and keeping records up to date with new/edited biographical and gift information. - Scheduled gift reports and requests. - Create pledge reports, reminders and forecasts to share with the Asst. Director of Advancement Services. - Maintain accurate records for matching gifts and matching gift activity. - Maintain files on endowments and planned gifts along with associated documentation. - Respond to requests for information regarding gifts and prepare gift reports from the system as required.
- Generate receipts, acknowledgements and other donor and gift documentation as needed for all donations on a daily basis.
- Work closely with the Business Office on a monthly basis to reconcile all gifting, including monthly and yearly financial report preparation. Assist Business Office with annual auditing as needed.
- Research, produce and maintain policy and procedure documentation for gift and record entry.
- Provides assistance for special projects and general office support.

#### **Qualifications:**

- High School Diploma or GED with at least one year related experience required.
- Bachelor's degree preferred.
- Extensive computer software experience including, but not limited to, Microsoft Excel and Word
- Knowledge in general accounting principles and business communications
- Ability to act independently and make decisions required in the absence of the Assistant Vice President of Advancement Services
- Strong communication skills and ability to work in a fast-paced team environment
- Strong organizational skills and analytical skills
- Excellent attention to detail
- Experience in Raiser's Edge or similar platform preferred

For additional information and consideration contact PMA Consulting, LLC. **Application materials consist of a letter of interest, resume and contact information for three references and may be submitted via email to [search@pattonmcdowell.com](mailto:search@pattonmcdowell.com).**

**EQUAL OPPORTUNITY EMPLOYER:** Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.