



GIFT SPECIALIST

POSITION SUMMARY:

The Gift Specialist performs a wide variety of processes and procedures related to charitable contributions received and processed by the University of Oklahoma Foundation, Inc., for the benefit of the University of Oklahoma. S/He analyzes gift and pledge information and documentation from various sources and updates donors' records as appropriate.

KEY RESPONSIBILITIES:

- Evaluate and analyze incoming gifts for type of gift and proper administration path.
- Responsible for accurately and timely processing of charitable gifts and pledges made to the University of Oklahoma Foundation, Inc.
- Process all types of gifts received by the Foundation, including cash, checks, credit cards, stocks, wires, pledges, planned gifts, and matching gifts and assign to correct fund.
- Performs diverse tasks requiring strong organizational and computer skills.
- Protect sensitive donor and/or financial information.
- Enter gift information into database program accurately to ensure timelines are met for distribution and data integrity is maintained.
- Perform related responsibilities as required or assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Ability to adapt to ebb and flow of workload, including large volume during specific to the calendar and fiscal year end.
- Ability to communicate well and build rapport quickly with staff and donors.
- Ability to focus and work in an open office environment.
- Ability to maintain confidentiality.
- Meticulous attention to detail and accuracy.
- Excellent follow through on projects, problem solving and tasks.
- Strong initiative to solve problems.
- Ability to learn new applications quickly.
- Proficient in MS Office.
- Ability to work in MS Teams.
- Ability to adhere to office hours, maintain strong attendance and comply with business casual dress.
- Must be able to engage in repetitive motions for data entry and keyboarding.



EDUCATION AND EXPERIENCE:

Associate degree and a minimum of 24 months of experience in a clerical setting, or equivalent combination of education and experience.

PREFERENCES:

Bachelor's degree preferred.

Accounting or customer service experience preferred.

SALARY RANGE:

Salary commensurate with experience.