

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SUPERVISOR, GIFT PROCESSING

Reports To: Designated Supervisor

UW Job Code: 3390

UW Job Family: 32 – Administrative Support

SOC Code: 43-1011

FLSA: Exempt

Pay Grade: 23

Date: 8-12-14 (revised 7-1-20; 4-1-22)

JOB PURPOSE:

Supervise and coordinate the operations of the Gift Processing Office of the UW Foundation. Participate in the development and review of operational policies and procedures and associated gift documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the functions of the Gift Processing Office to include: maintain adequate staffing levels, prepare performance evaluations, establish goals and performance standards and ensure timely gift acknowledgment.
- Hire, train, supervise and evaluate designated support staff.
- Monitor batch proofing process and ensure pledges are populating correctly.
- Evaluate and assess needs for department and college development offices; identify processing issues or deficiencies and recommend improvements to systems or processes.
- Review, verify and authenticate the eligibility and accuracy of gifts and pledges.
- Review and monitor all data entry, gift designations, matching company status and special handling coded for donors.
- Maintain department policy and procedure manuals and identify methods for improvements.
- Manage the scanning and indexing process to ensure all information pertaining to donations has been scanned into the OnBase system.
- Respond to inquiries, research and resolve problems related to department transactions; serve as liaison to gift processing team in the resolution of administrative and operational issues.
- Test new scripts/programs.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Cross-train with positions in the Accounting area and provide backup to accounting functions when necessary and as directed

COMPETENCIES:

- Work Tempo
- Integrity
- Quality Orientation
- Analysis/Problem Identification
- Technical/Professional Knowledge
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.
- Excellent organizational skills.
- Excellent interpersonal skills and commitment to customer service.
- Ability to verify data input and correct errors.
- Ability to maintain confidentiality of highly sensitive information.
- Ability to work effectively in a culturally diverse environment.
- Ability to manage and meet deadlines.
- Knowledge of applicable federal, state and university laws and regulations.
- Knowledge of matching gift policies and procedures.
- Proven ability to continually adapt and learn new procedures and software programs in use in the area.
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments.
- Clerical, word processing and advanced office skills.
- Employee development and performance management skills.
- Skill in the use of computerized spreadsheets, relational databases and word processing software.
- Knowledge of project management principles, practices, techniques and tools.
- Knowledge of university accounting procedures and/or budget processes.
- Knowledge of fundraising programs, methods, and techniques.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.