GIFT ACCOUNTING AND DATABASE SYSTEMS SPECIALIST
FULL-TIME, 12-MONTH ANNUAL
INSTITUTIONAL ADVANCEMENT
HIRING RANGE: $14.41 - $15.26 PER HOUR

Application review will begin Monday, August 20, 2012. The position remains open until filled.

FUNCTION:
Reporting to the Associate Director of Development for Advancement Services, this position processes unrestricted and restricted gifts; prepares receipts and manages the receipting process, assists with the development of the Datatel Colleague Advancement database and Institutional Advancement reports. This position also maintains confidential advancement records, conducts database queries, produces mailing lists and coordinates data entry processes. This position works closely with the Assistant Director of Gift Accounting and Information Systems.

RESPONSIBILITIES AND DUTIES:
A. Perform gift accounting, receipting and reporting for Institutional Advancement.
   1. Ensure timely and accurate deposit of gifts and posting of gifts to donor records.
   2. Ensure timely and accurate receipts of gifts.
   3. Produce monthly and weekly gift reports and assessment data.
B. Manage and maintain advancement records within the Colleague Advancement database.
   1. Coordinate and perform demographic database updates and assure data integrity throughout the updating process.
   2. Query the database and prepare miscellaneous data mining and special request reports.
   3. Develop and maintain Colleague Advancement user manual.
   4. Participate in special short-term or long-term database projects as necessary.
C. Coordinate and prepare files for campus-wide mail and email list requests.
   1. Perform database queries and prepare mail and email files.
   2. Maintain a tracking system for mailings and query requests.
   3. Coordinate mailing procedures with Whitworth’s mail center and University Communications Office.
D. Oversee the hiring of gift accounting and data entry student support positions.
   1. Supervise students and manage work flow.
   2. Develop training program for students.
   3. Train students on accurate and timely data entry.
E. Participate in the development and use of the Colleague Advancement database.
F. Serve as a back-up to the Assistant Director of Gift Accounting and Information Systems through cross-training.
G. Other duties as assigned.

QUALIFICATIONS, SKILLS AND ABILITIES
- High school diploma or GED required; bachelor’s degree desirable
- Minimum of three years of closely related experience emphasizing accounting activity and database management (an equivalent combination of education and experience may be considered in lieu of degree)
• Computer proficiency using software programs such as Outlook, Word and Excel
• The ability to adapt to changing technology
• Experience working within time sensitive deadlines
• Ability to work with minimal supervision, to maintain strict confidentiality and handle sensitive donor relations
• Ability to establish and maintain positive working relationships with faculty, staff, students, and the public
• Effective organizational, analytical, verbal and written communication and interpersonal skills including the ability to work successfully with others in a collaborative work environment and as a member of a team
• Physical ability and conditioning to perform all duties of the position including the ability to sit, bend, stoop, walk, stand for extended periods of time, and regularly lift up to 50 lbs.; may be required occasionally to lift, push, or pull objects heavier than 51 lbs
• Successful experience with an integrated computer system such as Datatel
• Strong attention to detail, with a natural curiosity that leads to effective problem solving
• A personal commitment to the Christian faith and to the integration of faith and learning
• Ability to establish and maintain a positive attitude and good working relationships with faculty, staff, students and the public
• An active commitment to equal opportunity for all persons and the ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation or religious belief
• A personal commitment to the Christian faith and a commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian Church (USA)
• Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form*

1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

*Please feel free to provide feedback regarding this application process as we are transitioning to a new format. Email your comments and suggestions to jobs@whitworth.edu with a subject line Feedback.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.