



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF POSITION OPENING

MANAGER OF GIFT ACCOUNTING & ADVANCEMENT SERVICES

Position Summary:

Reporting to the Vice President for Institutional Advancement & Strategic Partnerships, the Manager of Gift Accounting & Advancement Services is responsible for the accurate recording, receipting, reconciliation, and reporting of all charitable gifts to Tougaloo College -- including annual gifts, major gifts, endowments, scholarships, pledges, planned gifts, grants from private sources, and gifts-in-kind. The Manager serves as the bridge between the Division of Institutional Advancement and the Office of Fiscal Affairs, ensuring that donor intent, restricted-fund compliance, and audit-ready documentation are maintained for every dollar received.

Essential Duties and Responsibilities:

- Record and receipt all gifts and pledges in the donor database in accordance with IRS regulations, CASE reporting standards, and FASB guidance on contribution accounting.
- Reconcile Advancement gift records with the Business Office general ledger monthly, resolving discrepancies and documenting adjustments.
- Assist the Director of Donor Sponsored Scholarships with administration of endowment and scholarship fund records, including gift agreements, spending restrictions, and named-fund compliance; track fulfillment of donor intent.
- Prepare recurring and ad hoc reports: monthly gift activity, campaign progress, endowment stewardship reports, VSE/CASE survey submissions, and Cabinet- and Board-level fundraising summaries.
- Maintain audit-ready documentation for all restricted gifts and support the Grants Accountant with annual audits, federal compliance reviews (including Title III-related inquiries), and accreditation reporting.
- Manage pledge schedules, reminders, and write-off recommendations; process matching gifts and electronic, stock, and planned gift transactions.
- Safeguard donor data integrity, confidentiality, and database hygiene; establish written gift-processing procedures and internal controls.
- Support stewardship by generating timely acknowledgment letters and donor fund statements, in coordination with the Director of Development and Donor Relations.
- Perform other duties as assigned by the Vice President for Institutional Advancement & Strategic Partnerships.

Qualifications:

- Bachelor's degree in accounting, finance, business, or related field required; CPA, or experience in nonprofit/fund accounting, strongly preferred.
- 3–5 years in gift processing, advancement services, or nonprofit accounting; higher education or HBCU experience a plus.
- Working knowledge of donor CRM systems (e.g., Raiser's Edge, Blackbaud) and financial ERP systems; strong Excel skills.
- Demonstrated understanding of restricted-fund accounting, endowment administration, and IRS charitable-substantiation rules.
- Exacting attention to detail, discretion with confidential information, and the ability to produce reliable reports in advance of deadlines.

Date of Position Opening:

September 28, 2026

Application Deadline:

Until position filled

Salary:

Commensurate with experience

Job Listings:

<https://www.tougaloo.edu/about-tougaloo-college/jobs>

****Email App/Resume/Cover Letter to:**

TougalooCareers@tougaloo.edu

Physical Address:

**Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER