



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: GIFT ENTRY/DONOR RECORDS COORDINATOR

Position Summary:

The Gift Entry/Donor Records Coordinator is responsible for data and gift entry processing of all gift revenues including, but not limited to checks, cash, credit card transactions, online transactions, stock, gifts-in-kind, wire transfers, payroll deductions, matching gifts and internal transfers and accurately recorded in the Jenzabar database. Reconcile and prepare financial batches for daily deposits and monthly reconciliation with the Office of Finance and Administration. Analyze gifts to determine appropriate campaigns, funds, appeals for gift designation and on a weekly basis prepare acknowledgment letters to disseminate to donors. Conduct prospect research of prospective donors on a monthly basis in support of Moves Management meetings, campaigns, appeals and fundraising plans. More importantly, s/he should be proficient in handling a high volume of confidential donor information. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under pressure to meet competing deadlines. This position requires working irregular hours including weekends and holidays, as needed.

Experience/Qualifications:

- Bachelor's degree in Accounting or Business Administration with a minimum of three years of experience preferably in higher education and/or nonprofit environment with a record of success in gift and/or financial accounting.
- Proficient in Microsoft Word, Excel and PowerPoint, including pivot tables, V look-up and formatting graphs, charts and tables.
- Highly energetic and enthusiastic personality, with excellent interpersonal, problem-solving, and time-management skills.
- Solid organizational skills with the ability to work productively in a fast-paced, detail-oriented, and collaborative environment.
- Experience and understanding of Jenzabar or an accounting software is preferred.
- Accuracy and attention to detail a must; sensitivity when working with highly confidential information and ability to maintain complete discretion at all times.
- Proven ability to plan and manage a variety of projects and high work volume: must work well under pressure, prioritize, show flexibility, and solve problems creatively.
- Excellent verbal and written communication skills.
- The ability to work both independently and as a team player.

Date of Position Opening: July 13, 2021

Application Deadline: Open Until Filled

Salary: Commensurate with experience.

Mail Documents to:

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

Fax Documents to:

(601) 977-7866

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**

HR/03/07/18