

Position Title: Manager of Gifts Processing

Reporting to: Director of Advancement

Position Description:

The Manager of Gifts Processing is responsible for processing and acknowledging all gifts received in the Office of Advancement and for managing the operations of the gifts and processing system. This includes generating reports and assisting the staff in making fundraising decisions as well as deciding on strategies for solicitation of prospects. The manager will be responsible for quality control for all correspondence generated by the Office of Advancement. In addition, the manager will be responsible for managing the operations of the Advancement Office.

A Bachelor's degree is required for this position with at least 3 years of experience in computer software, including the BlackBaud/Raisers Edge system. Must possess excellent writing/editing and communication skills, as well as computer skill to include Excel and Microsoft Office.