

Sam Houston State University Human Resources

Staff Classification Description – Donor Records Specialist

Skill Category: Clerical
Position (Employee) Class: 5N180 (N1)
Grade: 6
Date: 10/2014

Department: Advancement Services

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Four years experience in general office environment with considerable computer work. Demonstrated proficiency in Microsoft Office (Excel and Word in particular) and the Internet. Strong attention to detail. Prior data entry experience preferred. Prefer experience on Raiser's Edge. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Manages daily gift deposits to the Business Office including analysis and processing of daily gift batches; production of gift receipts, individualized acknowledgement letters, and reports in accordance with Advancement's 24 hour turnaround policy; assist in data analysis, maintaining data integrity and adding new data to the database.

Supervision Given & Received: Works under minimum supervision and may supervise other support staff or student workers.

Primary Responsibilities: Records and tracks all gifts and pledges. Coordinates and tracks matching gifts. Maintains and updates biographical information with 100% level of accuracy including name changes, address changes, salutations, employment information updates, telephone number changes, email address updates, and the ability to create new record or update existing records in the database. Utilizes the internet and other data resources for phone, address, social security, and deceased information look up / verification. Reviews, researches, and confirms alumni and student records. Processes credit card transactions. Performs basic gift research functions. Produces acknowledgement letters and various reports pertaining reports. Organizes, coordinates and maintains the integrity of hardcopy filing system. Trains, supervises and manages student staff, when appropriate and necessary. Follows the established policies and procedures in coding births, deaths, and marriages. Fills in for other employees when necessary. Performs other related duties as assigned.

Other Specifications: Excellent written and verbal communication skills. Ability to multi-task. Must be detail oriented, accurate, and self motivated. Confidentiality and trustworthiness are essential to the position. Special consideration will be given to those with experience working with Raiser's Edge fundraising software or a similar fund raising software program, experience in gift entry and/or experience in database management.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.

