

Position Title: Gift Processing Specialist  
Department: Seminole Boosters - Advancement Services  
Reports to: Gift Processing Manager  
Supervises: n/a

**Position Purpose:**

The Gift Processing Department and specifically the Specialists within are tasked with managing sensitive fiscal, biographical and demographic data for all constituents and prospects. The incumbent will be expected to maintain this information through gift entry, research, data entry, clerical support and data reporting. The incumbent is expected to uphold and exemplify the operating practices that support the mission of Seminole Boosters, Inc. as the fundraising arm of the Florida State University Athletics Department.

**Principal Responsibilities:**

- Interact with donors, constituents and prospects through various methods of communication. Maintain professionalism and respect during phone, email and in-office visits as well as interactions at Booster events.
- Perform audits and research using variety of resources to provide reports and requested information from both internal and external sources.
- Creates, edits and updates Donor database accounts and files
- Process and link online pledge entries and gift payments and reconcile daily settlement from online credit merchant.
- Records gifts, pledges, memberships, and other revenue based giving including: Matching Gifts, Donor Advised Funds, Securities, Real Estate, Revocable Estates, etc.
- Produce, edit and proofread donor acknowledgement letters weekly.
- Produce, manage and send bulk mailings for billings, year-end tax statements, renewals, etc.
- Performs simple gift projects at the direction of management.
- Merge database information into spreadsheets or word documents to provide and validate information.
- Expected to learn and understand FSU Athletics and Seminole Boosters Priority Policy and how it is used to determine and allocate ticket allotment as well as parking benefits.
- Maintains sensitive and non-sensitive donor information in a variety of formats including network files, digital images and physical files.
- Work in conjunction with and supports the Athletics Ticket Office Sales and Service staff to service all donors and requests.
- Performs other duties and assists with additional projects as requested
- Protects confidential information
- Performs clerical tasks as required

### **Education & Experience**

- Associate's degree required; Bachelor's degree preferred
- Minimum of 1 year of experience working in a Data Entry or fiscal environment
- Proficiency in a networked environment with Windows with a variety of software applications including email, Excel, Word, and Web navigation

### **Skills and Abilities**

- Ability to understand complex concepts
- Ability to process complex financial data with a high level of accuracy
- Excellent communication skills to include verbal and written proficiency
- Ability to communicate accuracy of work with other staff members, and ascertain and communicate production flow needs
- Excellent organizational and administrative skills
- Customer service oriented and effective interpersonal approach
- Aptitude for understanding how information and business rules are structured
- Strong math and language skills to include spelling