



SEMINOLE BOOSTERS

Position Title: Gift Processing Coordinator
Department: Seminole Boosters – Business Office
Reports to: Chief Financial Officer
Supervises: N/A

Position Purpose

The Gift Processing Specialist is 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 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, Wire Transfers, etc.
- Produce, manage and send bulk mailings and emails 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 support Athletics Ticket Office Sales and Service staff to service all donors and requests.
- Protect confidential information.
- Performs clerical tasks as required.
- Performs other duties and assists with additional projects as requested.



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Education & Experience

- Associate's degree required; Bachelor's degree preferred
- Minimum of 1 year of experience working in a 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