



Associate Gift Processor

The Opportunity: The University of South Dakota Foundation, an independent 501(c)(3) organization, whose sole mission is to inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability is seeking an Associate Gift Processor.

The Role of the Associate Gift Processor:

Reporting to the Director of Donor Relations, the Associate Gift Processor is responsible for processing gifts and pledges to the USD Foundation.

Major Responsibilities:

- Responsible for all stages of gift processing, including logging and batching incoming gifts, processing and entering gifts and related bio-demographic detail into the database and creating receipts for donors.
- Responsible for daily bank deposits.
- Research any contribution which needs to be resolved, check with appropriate personnel as necessary, particularly for more complex contributions from EFT, credit card, matching gifts and payroll deduction sources, etc.
- Answer internal and external questions regarding the gift and its process.
- Record pledges and pledge reminders.
- Process matching gifts.
- Assist the Gift Processing Manager in creating and executing project work plans and revise as appropriate to meet changing needs and requirements for the department and the organization.
- Effectively apply process and methodology and follow project standards.
- Ensure project documents are complete, accurate and stored appropriately.
- Other duties as assigned.

Key Qualifications:

- A minimum of an Associate Degree in accounting/business is preferred or equivalent job experience.
- Experience in a general office environment involving considerable computer work. Strong proficiency in Microsoft Office products to include word and excel spreadsheets and databases.
- Experience with computer systems and data entry skills. Tax and fund accounting experience helpful but not required.
- Strong oral and written communication skills.
- Strong customer services skills communicating with internal and external partners respectfully, professionally and with diplomacy and tact.
- Personable, exceedingly productive, organized and customer-focused with a "can-do" attitude.

- Strong organization and creative problem-solving skills.
- Excellent attention to details and conscientious in adhering to deadlines and deliverables.
- Resourceful, dependable and willing to take initiative.
- Self-motivated and confident.
- Team player who understand the necessity of working toward a common goal.
- Proven ability to multi-task and prioritize responsibilities in a fast-paced work environment.

Our organization offers:

- Competitive salary
- Health Insurance
- Life insurance
- Disability insurance
- 403b matching
- Paid vacation

Applicants should submit a cover letter and resume to Joe Hoose at careers@usdfoundation.org.

The USD Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, citizenship, age, disability, veteran status, genetic information, marital status or other protected status.