



Job Title: Gift Processing Specialist
Department: Philanthropy
Reports to: Senior Fund Manager
Effective Date: August 2022
Salary Range: \$23.00 - \$27.00 hourly nonexempt

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermonters and their families through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect, and integrity and believe in collaboration, equity, and diversity. When you join our team, your work will matter.

Position Overview

The Gift Processing Specialist is an important member of the Community Foundation's Philanthropy department, serving on a team consisting of philanthropic advising and donor services staff.

This position will be responsible for processing cash, wire, online, and giving platform gifts. This position performs moderately complex data entry and provides gift notification to appropriate staff, as well as performing gift reporting and data analysis on a regular and ad hoc basis.

Essential Responsibilities

- Process gifts received through a detailed and defined process
- Research and resolve gift questions, such as unknown donor or donor intent, so that gifts are attributed properly
- Enter all gifts into Foundation's database of record (currently FIMS gift module) including maintenance of profiles and coding associated with donors
- Ensure accuracy of gift data entry by performing audits, identifying, and resolving potential issues
- Develop new and refine existing processes to ensure process integrity and the provision of excellent donor service
- Routinely develop and refine existing processes for gift administration including creating and updating documentation
- Add, update, and correct profiles for constituent records, using research tools as needed
- Track pledges and payments made
- Ensure donor anonymity wherever indicated
- Provide gift notification to appropriate staff
- Prepare gift acknowledgement letters for review
- Post gifts for all funds

- Prepare standard and customized gift reports for board and staff as requested, coordinating with the Finance team as needed to ensure accuracy
- Contribute to audit preparation
- Perform other related duties as requested

Essential Functions

- Enter, review, and post gifts
- Prepare standard and customized gift reports
- Track pledges
- Remain current with updates, enhancements, and issues relating to duties assigned
- Foster systems orientation and an analytical perspective for purposes of highlighting trends, product development, and donor service

Key Competencies

- Detail-oriented and highly dependable
- Analytical and problem-solving skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft products and facility with new and emergent technologies that support charitable giving and crowdfunding
- Self-motivated, willingness to be available for assignments as they arise
- Personal style that embodies a commitment to collaboration, teamwork, and personal growth
- Ability to prioritize and ask clarifying questions when needed
- Ability to adjust to variable volume of workload
- High degree of personal and professional integrity
- Ability to give and receive feedback
- Ability to work with and maintain confidential information
- Superb time management and project management skills

Experience

- Data entry experience
- Nonprofit accounting experience preferred
- Community foundation experience desired

Location

This position may be hybrid with some on-site time as needed in the Middlebury office.

Instructions for Applying

Interested applicants may send their resume and cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.