



Manager of Gift Administration & Donor Stewardship

Recruitment #: S2547
Review Date: Open | Open until filled
Department: Advancement
Salary Rate: \$58,697 - \$69,055

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

The Gift Management & Donor Stewardship is central to the effectiveness of the fundraising efforts of Advancement and performs budget and accounting related to gifts, pledges, database maintenance, general ledger activity, report generation and analysis, research and problem resolution, reconciliation processes and operational needs. The Gift Management & Donor Stewardship position utilizes state regulations, university policy and resources, and proper accounting procedures in relation to finance and budget. This position requires a high level of accuracy, organization, efficiency, discretionary judgement, and the ability to ensure adherence to gift management in accordance with existing policies, laws and IRS 501c3 rules & regulations. The ability to work as a team, provide excellent customer service and protect sensitive and confidential constituent information is critical. This position helps provide stewardship, donor relations and recognition to ensure donors are engaged and involved.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- Valid Oregon Driver's License
- Associate's degree (A.A. or A.S.) or two-year technical certificate in a related field from an accredited college or university, or equivalent combination of education and experience
- Accounting Experience: Minimum of two years of experience with strong attention to detail, accuracy, and the ability to manage multiple priorities and deadlines in fast-paced environments with frequent interruptions
- Customer Service Experience: Minimum of two years, demonstrating excellent interpersonal, organizational, and communication skills

- Ability to travel for fundraising events using a personal vehicle (Oregon Driver's License required)
- Ability and willingness to work evenings and weekends as needed

How to Apply: To apply for this position, please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume/CV
4. Unofficial transcripts for your highest degree earned
5. Complete and submit the Reference Check form, [available here](#) along with your application

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities.

<http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.