



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Manager of Gift Administration & Donor Stewardship		8/21/25
Position Classification		Appointment (9mos. / 12 mos. / Other)
Unclassified		
Normal Position Work Dates		FLSA
7/1-6/30		Exempt
FTE (1.0 is Full-Time)		Classification Title (Classified Only)
1.0		
Department/Division		Work Location
Advancement		Monmouth Campus
Reports to		Position Number
Finance & Operations Director		E98110
Incumbent		Reports to Position Number
		E99580

SUMMARY
Please provide a brief summary of the position.
<p>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.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

70%	<p>General – Applies general accepted accounting principles to financial functions that involve accounting, auditing, analysis, etc. Ensures that IRS regulations pertaining to Charitable Contributions Substantiation and Disclosure Requirements are met. Must ensure that transactions are recorded according to donor intent and Foundation policy. Must ensure transactions are in accordance with GAAP, correct procedure and statutory requirements. Ability to learn, retain and integrate rules, policies or practices guiding the performance of duties. Ability to work with and protect sensitive and confidential donor and constituent information, perform advanced financial tasks and works with internal and external individuals, such as auditors. Maintain and update documents and procedure manuals. Implements necessary system modifications to improve processes and procedures for multiple accounting and CRM systems; Blackbaud Raisers Edge, Financial Edge and Banner. Assists Finance & Operations Director with end-of-year accounting close and annual Foundation audit preparation.</p> <p>Gift Accounting – Coordinates and prioritizes daily gift processing and deposits and ensures accuracy of donations in accordance with Foundation policies, state and federal laws and IRS 501c3 rules & regulations. Supervises student employee's data entry into constituent and accounting systems, Blackbaud Raisers Edge & Financial Edge. Daily reconciliation of all gifts and pledges for accuracy.</p> <p>Works closely with Database Administrator to maintain current and accurate information in Raisers Edge. Protect and secure sensitive and confidential donor and constituent information and keep donor contact and gift details confidential and protected. Process reports for gifts and pledges, reconciling and processing monthly employee payroll deductions and pledge reminders. Adjust and correct gifts and pledges as necessary. Ensures compliance with PCI-DSS (Payment Card Industry Data Security Standards), protecting sensitive and confidential donor financial information.</p> <p>Ensure system integrity and accuracy between accounting and donor database (Raiser's Edge and Financial Edge) by reconciliation and internal control systems, ensuring the accurate analyses and processing of financial data between the systems. Identify errors and prepare correcting adjustments as needed.</p> <p>Donation Systems – Create and maintain multiple donation online pages for university constituent and student groups, managing system notifications, processing and verification of gifts received and campus notifications. This includes implementation of an effective campus-wide stewardship system.</p> <p>Donor Stewardship – Prepare regular donor communications and other impact pieces and programs for external donor audience, including gift acknowledgements, year-end giving statements, endowment reports, and scholarship reports. Responsible for annual scholarship notifications and student thank you letter processes. Review all donor receipts to ensure accuracy and donor intent.</p>	Essential
20%	<p>Administration & Reporting – Prepares financial reporting, analyses, budget and expenditure reports. Manage electronic donor filing systems. Reconcile and adjust as necessary to ensure accurate accounting and financial integrity and accuracy.</p> <p>Act as Foundation liaison with Financial Aid Department working closely with Financial Aid on awarding procedures and processes in agreement with donor documentation and intent.</p>	Essential

5%	Other duties as assigned – Contribute to team efforts by accomplishing related tasks and special projects as requested.	Incidental
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EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	X	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	X	<input type="checkbox"/>	Related field from an accredited college or university or equivalent experience
Bachelor's degree	<input type="checkbox"/>	X	Degree in business, Accounting, Finance or equivalent
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Gift processing	0	2	Critically protect sensitive and confidential donor and constituent information
Accounting	2	5	Superior attention to detail and accuracy and ability to prioritize work and perform multiple tasks simultaneously while adhering to deadlines and frequent interruptions
Customer Service	2	5	Excellent interpersonal, organizational, and communication skills

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Some travel	X	<input type="checkbox"/>	For fundraising events, via personal vehicle (ODL Required)
Ability and willingness to work evenings and weekends as needed	X	<input type="checkbox"/>	For events
Knowledge of best practices in higher education related foundations, endowments, restricted and unrestricted giving	<input type="checkbox"/>	X	
Experience working with non-profit four-sided accounting and 501c3 IRS rules. Overall knowledge of GAAP rules and specifically Non-profit GAAP.	<input type="checkbox"/>	X	
Software experience with Customer Relationship Management (CRM) software, such as Raisers Edge/RE NXT and Financial Edge/FE NXT. Banner FIS Experience	<input type="checkbox"/>	X	
Knowledge of basic fundraising techniques, strategies and moves management	<input type="checkbox"/>	X	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	X	<input type="checkbox"/>	Some travel required for events
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION		
Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>

Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input checked="" type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Employee	Up to 2

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Unit/Department
Impact of Decision Made:	Policy Driven
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Limited
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$ 100,000 (monitor)
Grant Funding (\$):	\$ 25,000 (monitor)
Number of Grants:	Foundation awarded grants-up to 25
Foundation Funding (\$):	\$ 100,000 (monitor)
Number of Foundation Funds:	All - monitoring
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work

Functions* (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Crawling |
| <input checked="" type="checkbox"/> Crouching/ Stooping | <input checked="" type="checkbox"/> Driving |
| <input type="checkbox"/> Feeling/Handling | <input checked="" type="checkbox"/> Keyboarding/Computer Use |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Pulling/Pushing |
| <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Regular interaction with customers |
| <input checked="" type="checkbox"/> Repetitive movement | <input checked="" type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Specific Work Schedule |
| <input type="checkbox"/> Squatting | <input type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Telephone Use | <input checked="" type="checkbox"/> Twisting/Bending |
| <input checked="" type="checkbox"/> Walking/Running | <input checked="" type="checkbox"/> Writing |

Typical Working Environment and

Hazards* (check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Normal office environment | <input type="checkbox"/> Animals/Wildlife |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Darkness/Poor Lighting | <input type="checkbox"/> Dust/Fumes |
| <input type="checkbox"/> Electrical Hazards | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Fire Hazards | <input type="checkbox"/> Heights |
| <input type="checkbox"/> Human-Source Material (e.g., blood) | <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) |
| <input type="checkbox"/> Moving machinery/Heavy Equipment | <input checked="" type="checkbox"/> Near-Continuous Use of Video Display |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Pathogens |
| <input type="checkbox"/> Potential Combative Work Environment | <input type="checkbox"/> Radiation |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Weather Extremes | |

Lifting Demands*

Choose an item.

Additional Physical Demands or Work Conditions:	Moving/transporting event supplies. Involves transport and set-up of events.
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	8am-5pm

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

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 require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Cara Groshong	
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
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CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			