

Alpha Delta Pi Foundation

EDUCATE • LEAD • SERVE

GIFT PROCESSING SPECIALIST

GENERAL DESCRIPTION: Responsible for the accurate and timely recording and acknowledgement of all charitable gifts received by the Alpha Delta Pi Foundation. Manages donor records and produces a variety of reports related to the Foundation's fundraising activities and philanthropic activities. Provides outstanding customer service to the Foundation's donors to accept gifts and answer questions about their gifts to the Foundation.

Position Expectations

GIFT PROCESSING (50%)

- Process all gifts to the Alpha Delta Pi Foundation in a timely manner with high level of accuracy, confidentiality, and attention to detail. Verify biographical and manage giving records.
- Reconcile multiple online donation platforms several times per week, or on a daily basis, depending on the time of year and events taking place.
- Research, approve, and apply matching gifts from various companies and employee giving platforms.
- Process all philanthropy event fundraising proceeds from Alpha Delta Pi Chapters and Alumnae Associations. Reconcile online crowdfunding proceeds on a weekly basis, depending on the time of year and events taking place.
- Provide gift processing batch data to Controller daily.

STEWARDSHIP & DONOR RELATIONS (15%)

- Compile, edit, and send letters of acknowledgement, tribute notifications, and donor pledge reminders.
- Assemble and send new donor stewardship materials; prepare list and detailed notations for weekly stewardship phone calls.
- Receive calls and emails as the initial point of contact for the Foundation. Ensure all phone calls are answered during normal business hours and that all phone, email, and mail messages are responded to promptly.
- Create and distribute prospect lists to Foundation staff.

REPORTING AND ADMINISTRATION (35%)

- Monitor and track the timely and accurate processing of recurring gifts and pledge payments. Follow up by phone and email with donors as needed. Notify appropriate staff and/or volunteers when a donor completes a pledge.
- Prepare monthly, quarterly, and annual reports related to the organization's progress towards fundraising goals. Prepare monthly and annual reports related to philanthropy event fundraising by Alpha Delta Pi Chapters and Alumnae Associations.
- Maintain up-to-date documentation of policies and procedures relevant to the position's duties and responsibilities. Identify opportunities, methods, and policies that contribute to the improvement of those functions and collaborate with other team members to implement appropriate changes.
- Attend events and conferences virtually and/or in person as needed, including occasional nights, weekends, and out-of-town travel.

Background and Experience

REQUIRED

- Associate's degree plus 2-5 years of professional experience directly related to gift processing, accounting, or data entry (or equivalent combination of education and experience).
- High level of proficiency with Microsoft Word and Microsoft Excel (including sort, filter, conditional formatting, and formulas). Proficient with Adobe Acrobat Pro and Microsoft Outlook.
- Knowledge of relational database concepts and the ability to learn quickly and adapt to changing technologies.
- Detail-oriented and highly organized with a demonstrated ability to manage multiple tasks and demanding timelines.
- Ability to work independently and within a team-based environment. Willing to travel to out-of-town events and conferences as needed.
- Strong communication skills (written, oral, and interpersonal) and excellent proofreading skills.
- Experience providing outstanding customer service.
- Ability to exercise judgment, diplomacy, and confidentiality.
- Proven problem-solving and troubleshooting skills.

RECOMMENDED

- Bachelor's degree plus at least 1 year of professional experience directly related to gift processing, accounting, or data entry (or equivalent combination of education and experience).
- Thorough understanding of standard non-profit practices.
- Knowledge of accounting principles.
- High proficiency in ten-key data entry (number pad).
- Experience with iMIS, Crystal Reports, and/or SQL.
- Professional experience in non-profit, development, or alumnae/alumni relations.
- Previous Alpha Delta Pi, campus, and/or volunteer-support organization experience.

About Us and How to Apply

The Alpha Delta Pi Foundation, Inc. is a 501(c)(3) organization that supports the leadership, educational and philanthropic purposes of Alpha Delta Pi Sorority. Visit <https://alphadeltapi.org/foundation/>.

STATUS: Non-Exempt

DEGREE OF SUPERVISION: Moderate

FROM: Foundation Senior Director of Development Operations

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA and has opportunity for limited remote work arrangements with appropriate approvals in accordance with the policies, procedures, and needs of the Foundation. Salary commensurate with experience. We are a smoke-free property.

TO APPLY: Interested candidates should send a cover letter and resume to hr@alphadeltapi.com.