



Updated: December 21, 2017
Title: Gift Processing Specialist
Staff Group: Stewardship and Development
Reports To: Gift Processing Manager
Location: Boston, Massachusetts (onsite)
Grade: 8, full-time with benefits

Purpose

To process cash and non-cash gifts received in person, online, or by mail including via bank lockboxes. Key responsibilities include promptly depositing funds received, accurately entering gift information, and generating gift acknowledgements in a timely manner. To focus on processing unrestricted and restricted major gifts, including setting up of multi-year pledges, as well as the processing of campaign gifts, proceeds from special collections, and umbrella gifts for the benefit of other Unitarian Universalist (UU) entities. To handle gifts of stock, and to generate regular gift and/or reconciliation reports.

Principal Responsibilities

1. Enters gifts into the Raiser's Edge database, including pledges and pledge terms, and updates donor information or creates new constituent records as needed.
2. Deposit live checks received by Stewardship and Development to the appropriate lockbox and general ledger account. Processes online and offline credit card and direct debit gifts.
3. Handles stock and mutual fund gifts, including providing instructions and assistance to donors and their financial brokers, working with Finance to liquidate gifts, and reconcile gift proceeds.
4. Manages "umbrella gifts" (gifts received for distribution to other UU entities) from inception through disbursement to recipient entities.
5. Gathers and stores (electronically) all supporting documentation for each gift processed.
6. Prints and mails gift acknowledgements, and/or generates print files and submits to third-party vendor for production. Oversees and ensures accuracy of all acknowledgements generated.
7. Prepares regular reports on cash, pledges and payments received to Stewardship and Development and Finance staff groups.
8. Works with donors, congregations, and other organizations to answer giving questions and resolve issues. Works with the Finance office to resolve any incorrectly credited or designated gifts.
9. Manages and completes special projects as requested, which may include event support, website content maintenance, or staff group representation on cross-functional teams, etc. Coordinates offsite storage for Stewardship and Development paper files.
10. Performs additional duties as requested by supervisor, the Stewardship and Development Deputy Director, the Director of Stewardship and Development, the Chief Operating Officer, or the President.

Qualifications

This is a Grade 8 position (expected hiring range \$33,600-\$41,400 depending on experience). Note that qualifications may be met as a result of lived or professional experience, and/or formal or informal training.

The ideal candidate will have a minimum of 2-3 years of experience working in a nonprofit environment, and be proficient using the Raiser's Edge or comparable donor database. Candidate must be highly organized with superb attention to detail, solid time management skills, and be able to work independently as well as part of a team. Demonstrated proficiency in the Microsoft Office Suite, particularly in Excel and Word (including mail merges), is essential. Strong verbal, written, and interpersonal communication skills are important. The successful candidate will have the ability to prioritize diverse responsibilities effectively, show flexibility and patience, and have a sense of humor. Additional qualities include the ability to interact with a variety of individuals and constituencies graciously, as well as be able to maintain the confidentiality of sensitive information. Worked or lived experience with communities of color or indigenous peoples is of

particular value. Willingness to work in an organization in which the dismantling of white supremacy is a high priority.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating “Gift Processing Specialist” in the subject line—via email to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC, and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice.

Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org and uuworld.org.