Auburn University Job Description

Job Title: **Sr Spec, Biographical & Gift**

Job Code: **OA68**   Grade UA06: $46,100 - $78,400

FLSA status: Exempt

Job Family: University Advancement

Job Function: Advancement Operations

Job Summary

The Biographical and Gift Senior Specialists are key members of the Advancement team whose daily work contributes to a comprehensive dataset of alumni and constituent information. With a focus on accuracy, the Biographical & Gift Specialist actively records gift, biographical and other related data to ensure the most comprehensive database of record possible for Auburn University Advancement.

Essential Functions

1. Serves as the lead for gift accounting and/or constituent data, maintaining expert knowledge of industry and AU Advancement practices for proper recording of constituent data and crediting of gifts, pledges, and other related financial transactions.
2. Leads staff responsible for timely and accurate processing of all data updates and charitable contributions to Auburn per donors' intent (e.g. pledge commitment, credit card, lockbox, stock, payroll deduction, cash wire, remote deposit, cashier deposit, in-kind donation, matching gifts, planned gifts, contributory grants, and event-related revenue).
3. Supervises reconciliation processes and approvals to ensure proper database recording protocols and/or receipting of all charitable contributions.
4. Researches, analyzes, and performs biographical updates and maintains data integrity through the use of ensure all records are thorough and consistent. Regularly reviews data for accuracy and makes appropriate corrections.
5. Researches current addresses, employment, and other biographical information using a variety of resources. Collaborates with third party vendors to complete data appends. Processes deaths, births, marriages, job changes, adds handling codes, and merges duplicate records. Creates and applies new codes for activities, awards, committees, volunteer activities, and sports.
6. Collaborates closely with others to ensure data for new graduates of Auburn University and Auburn Montgomery, parent loads, and new employee/retiree files from Human Resources.
7. Researches and analyzes relevant documentation, and inputs data from the receipt of gifts from donors to Auburn University, Auburn University Foundation, Auburn University Real Estate Foundation, Tigers Unlimited Foundation, Auburn Alumni Association, and Auburn Montgomery. Accurately determines donor intent and gift purpose in recording gift checks and other giving instruments in donor records systems. Processes gifts and pledges in accordance with Auburn University and CASE policies, and IRS regulations.
8. Ensures timely gift and records updates, allowing for receipts and record changes to be made according to leading industry practices.
9. Enhances business processes, including automation where possible, for uploading and reconciling data from various sources into the fundraising system of record and other integrated systems.
10. Works closely with staff across Advancement, including finance, IT, and fundraising colleagues to standardize and streamline the setup, facilitation and execution of gift agreements, allocation creation, and related entries or coding assignments across systems.
11. Ensures the accuracy of data and gift information to provide for the most comprehensive record-keeping possible. Maximizes the use of tools, systems, and business processes to find efficiencies and expedite data input. Accuracy of data and gift information contributes to

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compreshensive reporting including industry and university reports (e.g. surveys, year-end compliance, VSE, 990s, and financial gift accounting).

12. Applies organizational policies and procedures, particularly as they relate to data and gift accounting standards. Maintains the highest degree of confidentiality.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Bachelor's Degree	Degree in Business, Accounting, Finance, Communications, or relevant field.
Experience (yrs.)	5	Experience in data management, data analysis, or financial support services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Auburn University, Auburn University Foundation, and Development policies and procedures. Knowledge of IRS and CASE guidelines. Comprehension of Excel, data systems, accounting and finance.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/19/2023