



Wingate University
Open Position Description
Advancement Specialist

Position Title: Advancement Specialist

Position Location: Wingate Main Campus

Position Summary: This position is responsible for timely and accurate processing and receipting of pledges and gifts as well as day-to-day office management. This role will also assist in tasks related to stewardship execution.

Duties and Responsibilities:

- Serve as the lead for all gift processing and documentation, including electronic filing system.
- Administer Raiser's Edge platform for data processes and improvements.
- Assist with stewardship initiatives and administration to include the Blackbaud Award Management System, management of consecutive giving loyalty mailings, the Annual Day of Giving mailings, and RSVP-management for stewardship events.
- Assist with the day-to-day office management, including all invoicing and supply orders.
- Assist with special projects as needed.
- Collaborate with a diverse community of constituents in all aspects of work.

Qualifications and Experience:

- One year of experience in a related field required.
- Bachelor's degree preferred.
- Experience with Razor's Edge or similar platform preferred.
- Extensive knowledge and experience with MS Office and Google Workspace.
- Knowledge of general accounting principles and business practices.
- Ability to work independently and make required decisions in the absence of the Assistant Director of Advancement Services.
- Strong communication skills and the ability to work in a fast-paced environment.
- Strong organizational and analytical skills.

To apply submit the following to Human Resources at careers@wingate.edu.

- 1) Letter of interest, 2) resume, and 3) contact information for 3 references

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.