



Wingate University Advancement Specialist

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

Position Title: Advancement Specialist, Advancement

Position Location: Wingate Main Campus

Position Summary: The Advancement Specialist 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 and advance the departmental vision of cultivating and sustaining meaningful relationships with alumni, donors and friends through honorable and intentional engagement.

Duties and Responsibilities:

- Manage the following within fundraising and relationship management system:
 - Review, process and record gifts, including posting pledges and payments.
 - Maintain integrity of all data including but not limited to: constituent records, matching gift activity, files on endowments and planned gifts.
 - Provide electronic daily gift report to Advancement team.
 - Respond to requests for information regarding gifts and prepare gift reports from the system as required.
- Reconcile and balance gift batches while maintaining electronic filing systems.
- Coordinate monthly payroll deductions with Payroll Supervisor.
- Generate receipts and other donor and gift documentation on a daily basis. Generate pledge reminders in collaboration with the Assistant Director of Advancement Services.
- Assist with stewardship initiatives including tasks related to the award management system, management of consecutive giving loyalty mailings, the annual Day of Giving mailings and RSVP management for stewardship events.
- Assist with day-to-day office management including all office invoicing and supply orders.
- Collaborate on special projects as needed.
- Alignment with University mission, vision, and strategic roadmap
- Other job duties/responsibilities may be assigned. Regular, predictable attendance on campus is required.

Qualifications and Experience:

- One year of related experience.
- Bachelor's degree preferred.
- Extensive computer software experience including but not limited to, Microsoft Suite, Google Workspace.
- Knowledge in general accounting principles and business communications.
- Ability to act independently and make decisions required in the absence of the Assistant Vice President of Advancement Services.
- Strong communication skills and ability to work in a fast-paced, team environment.
- Strong organizational skills and analytical skills.
- Excellent attention to detail.
- Ability to maintain complete confidentiality.
- Experience with fundraising and relationship management platforms (ex: Raiser's Edge) preferred.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

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.