



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

### GIFT PROCESSOR

**Summary:** U of D Jesuit is seeking an effective, thorough, and efficient Gift Processor for its Advancement Department. The Gift Processor is responsible for processing and acknowledging all gifts, managing donor records, providing clerical support, and assisting with other departmental activities.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:** Submit cover letter, resume, and a completed non-teaching application form (located on this webpage) to [Jobs@uofdjesuit.org](mailto:Jobs@uofdjesuit.org).

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Compensation:** Commensurate with qualifications and experience. Full benefits package also included.

**Reports to:** Director of Annual Giving

**Employment Category:** Non-exempt

**Duties and Performance Responsibilities:**

1. Process all gifts, donations, stock gifts, raffle tickets, and event registration fees using the Raiser’s Edge database. Document all pertinent information on donor’s record for yearly audit.
2. Maintain and update information on all third-party giving sites.
3. Prepare gift acknowledgement correspondence within 1-2 days of gift receipt, mailing, and filing of documents. Prepare yearly summary donation letters for select group of donors.
4. Prepare daily gift report, create and assign thank you call action reminders for staff using Raisers Edge.

5. Maintain a spreadsheet of memorial for deceased alumni and friends of the school. Prepare and send memorial cards to classmates or family members of the deceased.
6. Prepare portfolio birthday cards for staff each year.
7. Accurately maintain and update constituency information in the Raiser's Edge database.
8. Manage brick paver program and oversee their installation.
9. Assist with special events and other departmental activities as needed. May require occasional nights and weekends scheduled well in advance (4 – 6 nights per year anticipated).
10. Provide clerical support to the advancement department to include ordering of supplies, ensuring equipment is functioning, and submitting work orders as needed.
11. Other duties as assigned by the Vice President of Advancement and the Director of Annual Giving.

**Qualifications and Experience:**

1. Education – bachelor's degree or a combination of education and experience.
2. Two or more years of gift processing and donor acknowledgement preferred.
3. Prior database experience, preferably in Raisers Edge/Blackbaud. Understanding of database processing and ability to perform queries, exports, reports and actions.
4. Proficiency with Microsoft Office and Outlook software applications.

**Other Skills and Abilities:**

1. Strong communication skills (verbal and written).
2. Detail oriented with strong organizational skills.
3. Proven success in presenting new ideas and achieving results.
4. Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School.
5. Must attend required abuse risk management training.
6. Must adhere to policies related to boundaries with students.
7. Must accept responsibility for reporting any suspicious and/or inappropriate behaviors and follow mandated abuse reporting requirements.

**Physical Working Conditions:**

Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping.

Occasionally lift average weight objects (10 to 20 pounds).

Prolonged periods sitting at a desk and working on a computer.

**Working Environment:**

Regular exposure to favorable conditions such as those found in a normal office.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.