



Job Title	Assistant Director, Gift Administration	Job Code	AV0212
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Advancement Services

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Advancement Services Professionals are responsible for gathering, organizing, managing and disseminating information to ensure the sound and effective advancement and overall business decisions of not-for-profit organizations. Usually includes Information Technology, Records, Gifts Administration and Gift Processing.

Job Summary

Responsible for managing the gift administration process for UCF Advancement. Administers all Gift Administration initiatives in consultation with the UCF Foundation Legal Counsel. This includes assisting in the management of reporting, management of the gift agreement workflow, writing all gift agreements and handling special projects.

Representative Duties

1.
 - Serves as a liaison among Gift Administration, university partners, Foundation Finance and Accounting, University Counsel and Foundation Legal Counsel to support university advancement staff and development of gift agreements
 - Provides customer service oriented guidance and counsel regarding gift agreement writing
 - Serves as a consultant for development officers on gift structure, technique, and strategies to ensure solicited gifts are successful and compliant with internal policies and applicable laws and regulations
 - Negotiates, drafts, and implements clear and concise gift agreements that thoughtfully and strategically balance the donor’s wishes with the university’s needs and which comply with federal, state and university agreement for administration of central gifts
2.
 - Manages data for the Gift Administration areas including monitoring key reports and data entry to ensure that they are functioning properly
 - Partners with members of IT and Advancement Services to create automated processing and tracking systems to ensure processes are intuitive and user-friendly
3.
 - Researches back-stories to compose letters and agreements
 - Researches best practices, peer institutions, market/economic conditions and government rules and regulations and recommends changes and enhancements to improve administrative effectiveness, services and/or resources

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.