

Gifts Coordinator
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=157010>

Downloaded On: Jun. 25, 2021 9:05am

Posted Apr. 6, 2021, set to expire Aug. 6, 2021

Job Title	Gifts Coordinator
Department	Advancement -Gift Records
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Apr. 6, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement
Apply Online Here	https://jobs.ncat.edu/postings/22048

Apply By Email

Job Description

The primary responsibilities of the Gift Coordinator are to process gifts and pledges to the university and its affiliated entities - including but not limited to cash, checks, credit cards, stock, gifts-in-kind, and planned gifts; to ensure that all gifts and pledges are accurately recorded in the Advancement database (Raiser's Edge), and to guarantee that each donor receives an accurate and timely receipt. The individual should be an experienced data entry specialist who is dedicated, hardworking, self-motivated, and detail oriented. The Gift Coordinator will exemplify the tone of the department, displaying with enthusiasm an exceptional level of professionalism, knowledge, productivity, and high ethical standards.

Contact Information



Gifts Coordinator
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=157010>

Downloaded On: Jun. 25, 2021 9:05am

Posted Apr. 6, 2021, set to expire Aug. 6, 2021

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,