

Revenue Operations Manager
University at Buffalo, The State University of New York

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Posted Apr. 19, 2024, set to expire Aug. 19, 2024

Job Title	Revenue Operations Manager
Department	U.B. Foundation
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/49671

Apply By Email

Job Description

Your future begins here - great benefits, great people. Join us today! The University at Buffalo Foundation (UBF) is searching for a **Revenue Operations Manager** to join our team.

Responsibilities for this position include, but are not limited to:

- Direct the receiving, financial recognition and acknowledgment of all charitable transactions, including cash, credit card, bank drafts, payroll deductions, securities, matching gifts, and real property, as well as recurring gifts and gifts of life insurance
- Direct the receiving and financial recognition of all program service (non-charitable) revenue including cash, credit cards and bank drafts
- Create and maintain a customer service culture for University constituents, as well as donors and

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their advisors

- Oversee all gift acknowledgments, including timely and accurate tax receipts to donors and reports to appropriate University account holders
- Assist biographical record data entry and policy relating to the alumni, friends, foundations, corporations, and organizations on the fundraising database
- Ensure proper recording of gifts by maintaining strong liaisons with University departments; analyze existing gift processing and accounting procedures and implement improvements, involving changes in accounting practices and laws
- Understand and support University Advancement's application of CASE regulations regarding charitable giving, as well as GAAP revenue recognition, and an understanding of fund accounting
- Supervise staff of Program Service Revenue Coordinator, Gift/Pledge Processing Coordinator and full-time administrative/data entry specialists

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact



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