Business Support Specialist I

Working Title: **Gift Processor**

Position Number: 00089585

**UNIVERSITY OF MISSOURI – KANSAS CITY
THE UMKC FOUNDATION**

The Gift Processor within the UMKC Foundation serves as the primary point of contact for the processing of all gifts received by UMKC and its affiliates. The candidate will display independent decision making, superior organization, a strong attention to details, and excellent communication skill, both verbal and written. The ideal candidate will take ownership of tasks with focus and consistency, while being an adaptable supportive team member. This position reports to the UMKC Foundation’s Finance Manager, Gift Processing and Special Projects and supports the Foundation Finance Team.

Duties include but not limited to:

* Research, compile, and document supporting information for all payments to meet compliance requirements
* Work with Foundation staff to properly record tax deductible portion of gifts, especially for event sponsorships
* Facilitate year-end tax receipting process
* Enter / record / prepare for deposit daily gifts
* Receipt daily gifts
* Perform data hygiene in Ellucian Advance System for gifts to UMKC and its affiliates
* In coordination with development team, issue and maintain pledge reminders and invoicing for donors
* Respond to incoming donor requests (calls, emails, in person) for information, changes to payment methods or amounts, or related matters
* Provide administrative support to UMKC Foundation Finance team
* General daily gift processing, by the retrieval of daily donations from the Foundation mailbox and routing the Foundation mail to all staff as needed.
* Other duties as assigned

**Minimum Qualifications:**

High School Diploma or an equivalent combination of education and experience from which comparable knowledge and skills can be acquired is necessary.

**Preferred Qualifications:**

* Bachelor’s degree with a major or similar in Business administration
* Prior University or Non-Profit employment history
* Experience with donor relations or stewardship database programs
* Advanced Microsoft Office skills, especially with Excel, and an ability to become familiar with specific company software and programs
* Ability to meet daily gift processing polices and timelines
* Ability to take initiative and complete project assignments independently and on‐time
* To perform this job successfully, candidate must have a high level of independence in accomplishing the responsibilities of the position. This includes:
	+ Ability to read, analyze and interpret financial agreements and situations,
	+ Ability to respond effectively to sensitive inquiries and complaints,
	+ Ability to interact with CRM and accounting software,
	+ Ability to interact comfortably, tactfully, and effectively with varied internal and external constituencies is essential.

**Shift:**

This is a full-time, non-exempt, benefit eligible staff position.

This position will be on campus five days per week, 8:00 a.m. – 5:00 p.m., Monday – Friday. Flexible arrangements may be discussed after six months of employment.

**Salary:** $15.00 - $20.19 per hour commensurate with experience, education, and internal equity.

**Values Commitment**

We value the uniqueness of every individual and strive to ensure each person’s success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement.  This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

**Equal Employment Opportunity**

The University of Missouri System is an Equal Opportunity Employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umsystem.edu/ums/hr/eeo> or call Human Resources at 816-235-1621.

To request ADA accommodations, please call the Office of Equity & Title IX at 816-235-6910.

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