Gift Processing Specialist

Department: Advancement
Reports To: Director of Advancement Operations
Status: Full-Time, In-Person

Position Summary

The Gift Processing Specialist serves as a key member of the Advancement team and is responsible for the accurate, timely, and confidential processing of charitable contributions received by College of the Ozarks. This position manages gift entry, donor record maintenance, revenue reconciliation support, acknowledgment workflow processing, and reporting functions to ensure the integrity of donor information and philanthropic support data.

The ideal candidate is highly organized, detail-oriented, possesses strong analytical skills, and demonstrates a commitment to excellence in donor stewardship. This role requires a high degree of accuracy, discretion, and collaboration with internal departments to support the College's fundraising and advancement efforts.

Essential Duties and Responsibilities

Gift Processing & Data Management

- Accurately process gifts, pledges, matching gifts, stock transfers, recurring donations, and other charitable contributions.
- Maintain donor records and constituent information within the College's donor management system.
- Review gift documentation to ensure proper fund designation, donor intent, and coding accuracy.
- Monitor daily gift processing workflows and maintain established processing timelines.
- Perform regular audits and quality control reviews of donor and gift records.
- Assist with database cleanup and constituent record maintenance projects.

Donor Stewardship Support

- Facilitate donor acknowledgment processes and support timely gift receipting.
- Ensure accurate stewardship coding and tracking within the donor database.
- Generate reports supporting donor recognition and stewardship activities.

- Coordinate with Advancement staff regarding donor record updates and constituent interactions.
- Collaborate with Finance, Accounting, and Business Office personnel to ensure accurate gift recording.
- Support audit requests by maintaining complete and organized gift documentation.
- Produce recurring and ad hoc reports for Advancement leadership.

Administrative Support

- Maintain confidential donor and financial information.
- Document gift processing procedures and assist with process improvement initiatives.
- Support Advancement events and fundraising projects as needed.
- Perform additional duties as assigned in support of the Advancement Office.

Required Qualifications

- Associate degree or equivalent combination of education and experience.
- Minimum of two years of administrative, accounting, database management, customer service, or related experience.
- Exceptional attention to detail and accuracy.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong written and verbal communication skills.
- Ability to work independently while collaborating effectively with a team.

Preferred Qualifications

- Bachelor's degree.
- Experience with donor management, CRM, or fundraising software platforms.
- Experience in gift processing, advancement services, fundraising operations, bookkeeping, or nonprofit administration.
- Familiarity with charitable gift acceptance procedures and donor stewardship practices.
- Experience with financial reconciliation and reporting.

Christian Commitment

College of the Ozarks is a Christ-centered institution committed to developing citizens of Christlike character who are well-educated, hardworking, and patriotic. Employees are expected to support the mission and values of College of the Ozarks and conduct themselves in a manner consistent with the College's Christian principles. This is a full-time position with benefits. Please submit an application and resume to Vicki Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri 65726, or e-mail hr@cofo.edu.