

## Job Description – MIT Job #24252

<b>Functional Area:</b>	Office of the Vice President for Finance, Office of the Recording Secretary		
<b>Job Title:</b>	Gift Admin Coordinator 1	<b>Position Title:</b>	Funds Information Associate
<b>Reports to:</b>	Funds Information Manager	<b>Prepared on:</b>	July 2024
<b>Salary Grade: 6</b>	<b>Salary Range:</b> \$60,000 - \$70,000	<b>Hours per week/status:</b> 40/Exempt	

### About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

### Position Overview

The Funds Information Associate will serve as part of the Office of the Recording Secretary (RSO) team to provide leadership, oversight, and quality assurance that will enable accurate acceptance and recording of gifts to the Institute. The Funds Information Coordinator will ensure all aspects of institutional information are captured and formally recorded efficiently and in accordance with donor intent. The ideal candidate will have a strong customer service background, relationship management skills, and excellent writing skills. The person in this role should be comfortable interacting with various constituencies, including gift officers, senior leadership, and finance and investment partners

### Principle Duties and Responsibilities

- Prepares, evaluates and maintains documentation on the use of gift funds and commitments, including Pledge Agreements, Gift Memoranda, and Treasurer's Memoranda for hundreds of donors annually.
- Provides quality information and an in-depth risk assessment of prospective donors.

- Manages fund set-up process, including management and oversight of data entry for fund set up in MIT's general ledger system (SAP) and MIT's gift system (Advance).
- Serves as the conduit to the Gift Operations team on information about incoming gifts and pledges.
- Works in close collaboration with Resource Development and/or gift officers in MIT's schools and departments to address complex fund parameters (including accuracy of terms and clarity of donor intent) to ensure funds are established appropriately and in line with Institute policies.
- Advises and educates gift officers and school and department officers on matters relating to donor compliance, including requests for fund documentation, determining allowable uses of funds, and other ad hoc requests.
- Monitors and reviews 'Pending Designation' funds and takes appropriate action with donors, gift officers, and school and department officers to clarify and designate those gifts within the timeframe set by MIT policy.
- Reviews potential agreements with foundations to evaluate and determine if those agreements should be considered gifts or grants.
- Researches specific endowed and donor-supported funds (using Institute records and fund transactions from various databases) to trace the source of specific gifts, allowable uses, and to identify the need for changes in policies or procedures.
- Acts as a resource to provide clarity and explanation on Institute gift policy and performs calculations to assist gift officers in determining appropriate gift levels.
- Resolves issues across a broad spectrum of funds-related topics and provides exemplary and timely customer service when handling donor inquiries made by email, phone, or in person.
- Special projects and other duties as assigned.

## **Qualifications**

### **Required**

- A minimum of two (2) years of professional experience in at least one of the following: gift administration, finance, accounting, governance of charitable funds or nonprofit operations
- Bachelor's degree
- Demonstrated experience working with databases and data entry, preferably including familiarity with SQL or other programming languages
- At least one year of demonstrated experience delivering customer service
- Advanced knowledge of MS Excel and a strong level of comfort using MS Word and Outlook
- Demonstrated experience acting as a resource to guide a range of constituents through a complex administrative or financial landscape
- Ability to think strategically about complex issues and to work with multiple resources to find solutions
- Meticulous attention to detail and the ability to track multiple deadlines at once
- Strong verbal and writing skills, close attention to detail and follow-up, and excellent organizational skills
- Ability to form partnerships with a variety of constituencies, including gift officers, senior leadership, legal and finance/investment partners
- Ability to manage confidential information with discretion and tact
- An exceptional work ethic and track record of personal initiative
- Outstanding interpersonal and communications skills, notably the ability to listen, speak, and write well
- Must be flexible and adaptable to new programs in an emerging and changing environment

### **Preferred**

- Familiarity with Ellucian CRM Advance gift system or similar fundraising database
- Experience developing policies and procedures in a legal or fundraising context
- Experience with database querying and data manipulation tools

- Previous professional experience in higher education or non-profit environment and with direct knowledge and use of relational databases
- Familiarity with policies related to 501(c)(3) organizations

**Supervision Received**

Reports to the Funds Information Manager.

**Supervision Exercised**

None

**Additional Information**

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

**Diversity, Equity, and Inclusion**

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

**VPF is Mission Focused**

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.