

## OFFICE OF THE VICE PRESIDENT FOR FINANCE

### Job Description



<b>Functional Area:</b>	Office of the Vice President for Finance: Gift Administration and Recording Secretary		
<b>Job Title:</b>	Mgmt 4: Gift Administrator	<b>Position Title:</b>	Associate Director, Gift Operations
<b>Reports to:</b>	Director of Gift Administration and Recording Secretary	<b>Prepared On:</b>	April 2019
<b>Level:</b> 10	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 40/Exempt	

### GENERAL OVERVIEW

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, this 165-person 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

### POSITION OVERVIEW STATEMENT

The Associate Director of Gift Operations is a key member of the management team of the Office of the Recording Secretary (RSO) and provides strategic direction to the team responsible for recording the Institute's significant gifts, representing approximately \$500M in revenue. The Associate Director manages operations and pledge recording from acceptance to receipt of gifts including contributions made by check, wire, securities, foreign entities, and emerging methods, and manages preparation and distribution of pledge reminders of commitments of \$25,000. She/he provides business analysis to determine and implement efficient and transparent practices, appropriate staffing roles, and team structure; hires, supervises, and coaches the gift operations team, sets priorities and provides direction using annual planning and performance management tools.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Identify, develop, document, and implement best business practices and procedures for gift operations, focusing on paperless systems and data structures
- Manage a team of gift recorders and ensure assets are assigned accurately to the appropriate fund within the development gift system
- Develop efficient workflows for the gift operations team, including receiving, depositing, recording and receipting of contributions made by individuals, foundations, corporations, foreign donors, and third-party vendors; supervise and coach team members and ensure assignments are completed with accuracy and speed
- Develop reports and reporting tools that can inform and influence office processes
- Ensure all transactions are accurately recorded in the Advance database and appropriate receipts are provided to donors
- Research new giving vehicles and determine feasibility for the Institute's acceptance and recording in the Advance database

- Improve and maintain the structure for retaining electronic documentation of gift transactions
- Develop and implement updated structures for anonymous donor documentation
- Provide outstanding customer service to both internal and external constituencies for gift-related inquiries
- Develop and maintain effective relationships with the RSO's financial partners including State Street Bank, Bank of America, Fidelity Investments, Vanguard, and others
- Collaborate with the MIT Investment Management Company (MITIMCo) on accepting and recording illiquid gifts and realized bequests; prepare donor narratives for senior management review and ultimate purpose determination
- Serve as a strategic partner with colleagues within Resource Development and the Alumni Association, especially with members of the Office of Gift Records, Donor Relations and Stewardship, Office of Planned Giving, and Strategic Information Management
- Oversee and refine the pledge reminder process with relationship managers
- Communicate verbally and in writing on gift policies and procedures
- Serve as a member of the Alumni Development Database System Strategy Team (ADDSTRAT), an MIT advancement-wide group that maintains the integrity of records in Advance
- Ensure that all IRS and Massachusetts regulations pertaining to the processing and receipting gifts are met
- Act as a resource to Resource Development and Alumni Association staff, the donor community, and the MIT community on matters of gift policy and procedures
- Serve as the RSO contact for the Hong Kong Foundation and the UK Foundation, coordinating with VPF and HK/UK partners
- Other duties and special projects as assigned

## **QUALIFICATIONS**

### **Required:**

- Bachelor's degree
- At least seven years of progressively responsible experience in gift operations management, preferably in higher education or other highly complex institutions
- At least five years of experience managing direct reports with strong coaching ability to assist employees to achieve performance goals
- Expertise with fundraising database and accounting systems
- Thorough understanding of gift and pledge recording in a large organization, IRS gift regulations, accepted peer and CASE standards and procedures, and familiarity with legal issues surrounding 501(c)(3) organizations and with IRS Publication 526 for charitable contributions
- Demonstrated project management skills to establish priorities, organize tasks, and direct effective implementation of tasks in a high-pressure environment
- Ability to use good judgment, confidentiality, and discretion in all communication with colleagues and constituents
- Strong communications skills, both written and oral
- Highly motivated, self-managed team player with a proven record of effective collaborations
- Proficient skill in navigating FileMaker Pro, Request Tracker, Microsoft Word and Excel, and Apple products; eager to learn new technologies
- Ability to work occasional evenings and weekends during peak processing seasons

### **Preferred:**

- Master's degree in a related field
- Experience with Ellucian CRM Advance gift system

- SAP experience
- Knowledge of MIT policies, procedures, and operational systems

**SUPERVISION RECEIVED**

Receives supervision from the Director of Gift Administration and Recording Secretary

**SUPERVISION EXERCISED**

Three members of the Gift Operations Team

A background check (including checking criminal records) will be required for the final candidate.

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

This position has a 6-month probationary period for new employees to the Institute.

*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.*