



**MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE**  
Job Description Form

<b>Functional Area:</b>	Office of the Vice President for Finance: Gift Administration and Recording Secretary		
<b>Job Title:</b>	HR-RI280 - Director Gift Admin and Recording Secretary	<b>Position Title:</b>	Director of Gift Administration and Recording Secretary
<b>Reports to:</b>	Vice President for Finance	<b>Prepared On:</b>	September 2018
<b>Level:</b> HR-RI280	<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 150-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—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 Director of Gift Administration and Recording Secretary directs the staff responsible for recording gifts and commitments to the Institute; provides expertise and consultation to Resource Development and to Institute schools and departments on gift policies and procedures; and works directly with donors and their agents, as appropriate. The Director of Gift Administration and Recording Secretary works closely with senior fundraisers to ensure gifts comply with Institute policies and procedures, provides donor advice and consultation, and ensures that appropriate documentation is developed, executed, and preserved for major gifts. She/he oversees the receipting, depositing, and recordkeeping of pledges and gifts of cash and securities, equipment, and other gifts-in-kind; establishes and maintains records of invested gift funds and the endowed funds of the Institute; and reports to Institute staff and auditors as appropriate. She/he develops and maintains training programs for the effective management and control of gift administration functions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

Provide Service to Donors and their Representatives:

- Accept, record, and receipt gifts to MIT (\$2,000 or greater) from alumni, all friends/unaffiliates, foundations, corporations, donor-advised funds, estates and trusts, and international entities. Provide clear controls to ensure accuracy, timeliness and superior quality
- Work with donors, attorneys, and Institute officials to clarify gift terms and ensure that contemplated actions are in accordance with Institute policy
- Maintain good relations with donors and potential donors through telephone and letter contact and by participating in outside activities when appropriate
- Identify and resolve gift crediting issues

- Collaborate on oversight to ensure accuracy of the donor database
- Other duties as assigned

#### Provide Service to Senior Staff and Institute Financial Managers:

- Work with senior Institute officers, department heads, laboratory and center directors, faculty, staff, alumni, and donors as questions arise about gift receipts, gift history, and financial accounting
- Assist in gift negotiations with senior fundraisers in Resource Development, including but not limited to its Philanthropic Partnerships, Global Initiatives, and Leadership Gifts teams, development officers in each of MIT's schools, and others
- Develop updated gift policies through the Gift Policy Committee identify gifts that may be considered as exceptions to general policies and present to the Gift Policy Committee for review
- Maintain regular communication and training plan on Institute gift policies and procedures and conduct outreach to the Institute community and all fundraisers
- Participate as a member of the International Coordinating Committee (ICC) to review international engagements and agreements for philanthropic support
- Serve as liaison to outside auditors and provide internal and external auditors with documentation on gifts and pledges
- Oversee the process for creating new funds and respond to donor inquiries about endowment agreements or gift histories
- Serve as a resource for members of the staff of the Alumni Association and Resource Development regarding donors, pledges, and gifts, and aid in the development of the Institute Gift and Treasurer's Memoranda
- Act as a resource to the Institute community to determine that uses of income from endowments is consistent with donors' intentions. Interpret intent of gift provisions and verify conformance with established gift policy
- Review and present requests for capitalization and de-capitalization to the Provost and Executive Vice President and Treasurer
- Gain and maintain an in-depth understanding of Institute-wide fundraising priorities
- Other duties as assigned

#### Manage Gift Processing and Commitment Recording Processes:

- Oversee updating and maintenance of the documentation of policies and procedures for gift entry and inquiry into the Institute's gift system
- Oversee management of deposits and transmittal of cash and securities to custodial banks; records of pledges and gifts, reconciliations between Institute financials (SAP - General Ledger) and the Custodial Bank of records of assets. Oversee the valuation of securities for recording and crediting purposes and the recording of domestic and international wire transfers
- Ensure the maintenance, safekeeping, and accessibility of permanent records of gifts, including original documents of Memoranda of Gifts, Trust Instruments, and other legal documents associated with gifts
- Oversee the annual review of pledge assets and the determination of the pledge reserve for Institute financials
- Identify opportunities to improve the quality of service and efficiency of operations in performing these duties, while maintaining the integrity of gift and donor information
- Maintain knowledge of legislation and regulations pertaining to charitable contributions and work closely with the Office of the General Counsel on these issues
- Hire, train, mentor, manage, evaluate, and motivate an effective staff whose performance meets established objectives
- Other duties as assigned

#### QUALIFICATIONS

**Required:**

- Bachelor's degree in business administration or related field required
- At least eight years' experience in financial administration, preferably in higher education
- At least five years' experience managing and leading strong teams, preferably in higher education
- Demonstrated knowledge of planned giving vehicles, Internal Revenue Service (IRS) regulations and estate planning
- Ability to work effectively and collaboratively with staff, administrators, Corporation members, faculty, alumni, and donors
- Ability to work independently and meet deadlines
- Knowledge of financial reporting and development operations and understanding of the charitable giving environment, preferably at MIT
- Experience with database management required
- Experience with CASE, CAE and VSE reporting standards preferred
- Exceptional organizational, leadership, management, and analytical skills
- Excellent public speaking, presentation, and written communication skills
- Demonstrated ability to think flexibly and possess a high level of energy, creativity, and initiative coupled with a commitment to integrity and confidentiality

**Preferred:**

- Master's degree preferred
- Experience in a high volume, complex, and/or decentralized setting preferred
- Previous professional experience in higher education

**SUPERVISION RECEIVED**

Receives supervision from the Vice President for Finance

**SUPERVISION EXERCISED**

Directly supervises three members of the senior staff

*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.*