

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance: Gift Administration and Recording Secretary		
Job Title:	HR-PE260 – IT Project Coordinator II	Position Title:	Funds Information Analyst
Reports to:	Associate Director of Funds Information	Prepared On:	October 2018
Level: P	Duration (if applicable):	Hours per week/status: 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 Funds Information Analyst will serve as part of the Director of Gift Administration and Recording Secretary's team to provide leadership, oversight, and quality assurance for the accurate acceptance and recording of major gifts (above \$100k in value) to the Institute. She/He will ensure proper documentation for endowment funds and clarity of use. Working across all three functional areas within this Directorate—gift accounting, gift operations, and funds information—the Funds Information Analyst will work to 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, writing, and relationship management skills. She/He should be comfortable interacting with a variety of constituents including gift officers, senior leadership, legal and finance/investment partners.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Oversee the processes of collecting pertinent fund information from multiple MIT sources for the purpose of categorizing, reporting, preparing and maintaining documentation for the use of gift funds and commitments, including Pledge Agreements, Gift Memoranda and Treasurer's Memoranda
- Ensure the integrity of the 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)
- Collaborate with Resource Development and/or gift officers in MIT's schools and departments in order to be the conduit to the Gift Operations team on information on incoming gifts and pledges.
- Work in close collaboration with Resource Development to determine various complex fund parameters including accuracy of terms and clarity of donor intent to ensure funds are established appropriately in accordance with donor intent and Institute policies
- Advise and educate 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
- Monitor and review 'Pending Designation' funds and take appropriate action with donors, gift officers, and school and department officers to clarify and designate those gifts as necessary within the timeframe set by MIT policy

- Perform ad hoc research and investigations of specific endowed and donor-supported funds using Institute records and fund transactions from various databases to trace the source of specific gifts in order to determine allowable uses and identify needs for changes in policies or procedures
- Identify those funds whose original terms are no longer appropriate (e.g. completed projects or outdated technologies) and transform inefficient or obsolete funds into useful resources: determine appropriate means and actions in order to modify fund terms through internal approval, donor consent, or partnering with the Office of the General Counsel and outside legal counsel
- Act as a resource to provide clarity and explanation on Institute policy as to how the endowment works and perform calculations to assist gift officers in determining appropriate gift levels
- Prepare monthly calculations of unit and income adjustments needed on modified gifts, in collaboration with the Gifts Accounting team and Office of the Vice President for Finance
- Assist in production and distribution of annual financial reports to donors of endowed funds, including management of financial data
- Provide solutions to issues and provide exemplary and timely customer service to donor inquiries made by email, phone, or in person
- Act as liaison to this Directorate's information technology partners to plan and implement projects that enhance the accuracy of information provided to donors as well as manage technology enhancements and database projects that boost functionality as needed
- Represent Gift Administration and Recording Secretary at meetings and serve on committees, as necessary
- May act as a mentor or coach to junior members of the team and take on other duties as necessary

QUALIFICATIONS

Required:

- A minimum of five years of professional experience in at least one of the following: gift administration, accounting, financial analysis, governance of charitable funds or nonprofit operations
- Bachelor's degree in Business Administration or related field
- Two years of experience working with databases and/or data processing, 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, high 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:

- Master's degree
- Familiarity with Ellucian CRM Advance gift system or similar fundraising database
- Experience with BrioQuery
- Experience developing policies and procedures in a legal or fundraising context
- Experience with database querying and data manipulation tools
- Experience with project management: administering projects, programs or processes

- Previous professional experience in higher education or non-profit environment

SUPERVISION RECEIVED

Receives supervision from the Associate Director of Funds Information

SUPERVISION EXERCISED

None

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.