

<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>	Gift Policy Coordinator
<b>Reports to:</b>	Associate Director of Funds Information and Stewardship	<b>Prepared On:</b>	April 2022 <b>MIT Job # 21099</b>
<b>Level:</b> 6	<b>Salary Range:</b> \$62,000-\$72,000	<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 Gift Policy Coordinator will serve as part of the Office of the Recording Secretary (RSO) team to provide leadership, oversight, and quality assurance that will enable accurate gift acceptance and recording of gifts to the Institute. Working across all functional areas within RSO—data integrity, gift operations, and fund information—the Gift Policy Coordinator will ensure all aspects of gift policy are considered and formally documented in accordance with the Institute's procedures. The ideal candidate will have a strong fundraising administrative background, relationship management skills, and excellent writing skills. She/he should be comfortable interacting with a variety of constituents including gift officers, senior leadership, and finance and investment partners.

### Principal Duties and Responsibilities (Essential Functions)

- Manage intake, tracking, and notification for gift policy review process
- Provide quality and in-depth research and recommendations regarding prospective gift policies at MIT and peer institutions
- Manage meeting preparation, meeting minutes, and follow up from Gift Policy Committee meetings
- Collaborate with Resource Development and/or gift officers in MIT's schools and departments and serve as the conduit to the Gift Operations team on information regarding gift policy
- Draft gift policies, ensure appropriate platforms are kept up to date, and assist in developing presentations regarding gift policy
- Advise and educate gift officers and school and department officers on matters relating to gift policy
- Monitor and review funds that are pending designation and take appropriate action with donors, gift officers, and school and department officers to clarify and designate those gifts within the timeframe set by MIT policy
- Review potential agreements with foundations to evaluate and determine if they can be considered gifts or grants
- Perform ad hoc data analysis, research and investigations of specific endowed and donor-supported funds to trace the source of specific gifts to determine allowable uses and identify the need 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 useable resources

- Determine appropriate means and actions to modify fund terms through internal approval, donor consent, or partnering with the Office of the General Counsel or outside legal counsel
- Act as a resource to provide clarity and explanation on Institute policy on the MIT endowment and perform calculations to assist gift officers in determining appropriate gift levels
- Assist in production and distribution of annual financial reports to donors of endowed funds, including managing financial data
- Resolve issues across a broad spectrum of funds-related topics and provide exemplary and timely customer service when handling donor inquiries made by email, phone, or in person
- May help train junior members of the team
- Special projects and other duties as necessary

## **Qualifications**

### **Required**

- A minimum of two years of professional experience in at least one of the following: gift administration, finance, governance of charitable funds, or nonprofit operations
- Bachelor's degree in business administration or related field
- Demonstrated experience working with databases and/or data processing, 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, 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**

- 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

### **Supervision Received**

Receives supervision from the Associate Director of Funds Information and Stewardship

### **Supervision Exercised**

None

### **Remote Work**

MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus in the fall. As of March 2022, this position is designated as one that can be performed in a hybrid model of one day per week in the office every week, and is subject to change.

**Covid Policy**

MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See [MIT Now](#) for more information on MIT's Covid policies. Offers of employment are contingent on an applicant's compliance with MIT's Covid-19 vaccine/exemption requirements.

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.

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.

*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.*