

**TABOR COLLEGE
JOB DESCRIPTION**

Position Title: Donor Account Manager	Date: August 13, 2021
Immediate Supervisor: Ron Braun	Supervisor's Title: Vice President of Philanthropy
Months Employed/Year: Twelve (12)	Hours/Week: <20 hours per week non-exempt

1. Major Function:

The Donor Accounts Manager is responsible for receipting gifts of cash, checks, and credit card charges to the general ledger and recording gifts, contributions, or commitments into the donor database and creating timely, accurate reports. Creating reports is essential to administrators for accountability and analysis. This person also has the primary responsibility to maintain the Advancement module of donor software utilized by Tabor (Campus Café).

2. Specific Duties:

1. Accurately record all donations to appropriate accounts and update the donation ledger daily or as needed..
2. Ensure proper credits are given for gifts, noting spouses, foundations or others.
3. Enter commitments for capital campaign record keeping and apply payments toward those commitments as received.
4. Acknowledge gifts to the College –send receipts for tax-deductible gifts and letters of acknowledgment.
5. Follow up with matching gift companies.
6. Prepare check batches and deliver to Business Office / cashier for deposit daily if necessary
7. Work with business office personnel, including A/R clerk and cashier, to ensure gifts are recorded properly in the GL and adjusting entries are made as necessary.
8. Follow proper cash handling procedures and maintain accountability of all funds received as donations.
9. Reconcile records with the Business office and VP of Business and Finance as needed to ensure accuracy.
10. Reporting is essential – provide regular reports as requested by staff and other departments.
11. Create reports and deliver information in effective formats using Campus Cafe database software.
12. Continually engage in database clean-up to maintain accurate and current information.
13. Provide assistance to the President, VP of Advancement, VP of Philanthropy, Development, Alumni and other administrative staff for Mailings.
14. Assist with other events or functions of the Advancement office including campaigns, President's Dinner, and Homecoming.
15. Other responsibilities as assigned including soliciting copy for letters, receipts and other.
16. Maintain a training program that improves the skills needed to implement Campus Cafe database programs.

3. Formal Preparation/Experience Required:

College degree preferred,. Has good donor relations skills, good writing skills and pleasant phone acumen.
One to three (1-3) years of experience preferred. Able to create and generate reports from the donor database
Experience or ability to learn Campus Café database software preferred. Proficient in Excel, Word, and other application software.
Detail oriented, gives attention to detail, organized and able to manage database queries, is motivated and takes initiative.

4. Work Relationships:

Key Work Relationships	Purpose of the Relationship
Vice President of Philanthropy	Supervision
Vice President of Business and Finance	Accounting oversight
President	Provide necessary reports

5. Supervisory Responsibility: In addition to work direction, does this position have responsibility for selection of personnel, appraisal of performance, and such actions as salary increases, promotions, reassignment of employees, or terminations? Yes_____ No__X__

6. Physical Demands of this position:

Sitting, keyboarding for extended periods of the time each day, light lifting

7. Roles, Budget Codes, Time Percentages,:

Role	Budget Code	Percentage	Length of Service
	#1425	100	Ongoing

8. Approval:

Job Description Submitted by Ron Braun	Date August 13, 2021
Job Description Approved by Executive Team	Date October , 2021

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Naima Loera by email at tchumrec@tabor.edu.