

**Department:** External Relations

**Position Code:** SSER0007

**Closing Date:** Open Until Filled

**Salary:** \$23.71 hourly

**Background check:** Background check is required

**Description:** Under the supervision of the Director of Data Services, the Gifts and Records Coordinator is responsible for researching, entering and maintaining gift and biographical data in the External Relations database. Responsible for ensuring data is accurate, complete and secure; compiling and creating accurate and complete reports from the data; performing audits and reconciliations on a regular basis.

**ESSENTIAL DUTIES OF THE JOB:**

- Responsible for the processing and maintaining of gift and biographic records involving the receipting, processing and documentation of private gifts and grants to the University of California Merced and the UC Merced Foundation.
- Ensures accurate and timely processing of gifts, pledges, pledge payments and memberships into the External Relations database.
- Coordinates and performs the day-to-day data operations associated with multiple core constituencies, including: alumni, students, parents, staff/faculty and friends of the University.

- Qualifications:**
- Bachelor's degree in related area or Bachelor's degree and 2 years of directly related experience, or equivalent experience/training.
  - Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
  - Requires excellent verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
  - Demonstrated experience in data entry, records management and maintenance, or interacting with computer systems. Prefer experience with the Raiser's Edge database.
  - Demonstrated ability to learn knowledge of development principles and activities including gift policies, solicitations, stewardship, donor recognition and administration. Ability to understand Campus and University-wide Policies and Procedures, CASE Reporting Standards, IRS regulations and

other governing policies and procedures relating to the processing of charitable gifts.

- Ability to exercise good judgment and discretion, while maintaining the security of confidential and sensitive donor information. Strong demonstrated organizational and time management skills and the ability to work concurrently on multiple tasks, to establish priorities, and work independently or in a team environment to accomplish goals within established deadlines.
- Excellent research and analytical skills sufficient to analyze problems in a multi-faceted way and develop and participate in implementing innovative solutions on a variety of projects.
- Must have experience configuring reports, developing queries, and/or designing reports with the assistance of report-writing software such as Crystal Reports.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel, preferred.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to [UCMcareers@ucmerced.edu](mailto:UCMcareers@ucmerced.edu)

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is

available at

<http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>