



Director/Senior Director of Gift Reporting and Analysis

Reports to: Chief Financial Officer

Time Requirements: 40 hours per week – Monday through Friday. Occasional evening or weekend work may occur during peak seasons.

Overview

The Director of Gift Reporting and Analysis will obtain a deep understanding of and assist in managing the VAF database. This position will also manage and create reports needed by various areas within VAF and for coordinating and reporting gift transactions to the University. This is an opportunity to utilize database analysis and reporting skills to help VAF reach its goals. The successful candidate will conceptualize the VAF database and be involved in all reporting needs while overseeing gift processing and providing accounting assistance. The ideal candidate will have the ability to take on more responsibility and a leadership role with experience.

Responsibilities

- Maintain, adjust, and work within donor database to run and create reports (Paciolan). Respond to reporting needs of internal staff and the University. Acts as backup for gift processing during peak season.
- Provide customer service and assistance with donors, staff and acts as primary liaison with University Advancement.
- Obtain an understanding of and manage the automated process of gifts reported to the University (“the Feed”) and assist in responding to University gift communications.
- Responsible for tax receipting, quarterly billing statements, suite invoices/deposits/tracking, and for donor acknowledgments.
- Assist in reconciling the gift database with the general ledger. Review new gift agreements for proper recording in the database.
- Prepare audit confirmation letters and assist in the audit.
- Assist with the multi-state registration process.
- Manage vendor relationships and prepare accounts payable. Maintain AP records. Prepare 1099s and maintain W-9 vendor records.
- Manage planned gift accounting records
- Properly document technical operational procedures, data management, and data governance policies. Ensure PCI compliance and confidentiality of donor information.
- Collaborate with all areas of VAF to identify opportunities to improve effectiveness. Develop custom solutions as deemed necessary in support of gift processing, annual giving, major gifts, and donor stewardship operations.
- Foster a culture of technological innovation, creativity, critical thinking, and problem solving for the VAF database.
- Other duties as assigned.

Qualifications

- Extensive experience in gift and/or general accounting; experience with not for profit is preferred
- Experience in process or workflow improvement
- Intermediate proficiency and knowledge of working with databases
- Intermediate proficiency in Microsoft Excel and Pivot tables

- Ability to be highly efficient, detail-oriented, organized, and accurate in work
- Comfortable working independently
- Ability to research data
- Maintain confidentiality
- Proven record to prioritize and manage multiple tasks simultaneously while meeting deadlines
- Provide strong customer service skills. A personable and professional manner is required for both face-to-face and telephone contact
- Knowledge of accounts payable process and expense coding
- The candidate must be able to work well with staff, donors, vendors, and the public
- The incumbent must have the ability to work in a fast-paced and dynamic environment
- 4-year college degree plus an understanding of accounting principles required
- Enjoy watching & attending sporting events highly recommended

Benefits*

- Annual incentive program (based on staff performance)
- Paid personal leave and paid holidays
- Health, dental, life, and long-term disability insurance
- 401k Plan with employer contribution
- On-site parking provided
- Football and Basketball season tickets for employee and eligible family members
- Family pass for regular season home athletics UVA Olympic sports events
- Recreation pass providing access to all UVA recreation facilities

*Benefits subject to change

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