

Managing Director, Gift Processing

Company: Wisconsin Foundation and Alumni Association

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The Wisconsin Foundation and Alumni Association (WFAA)*, the private fundraising and alumni relations organization for UW-Madison, is recruiting for a Managing Director of Gift Processing to join our team. The Gift Processing team supports several of the key functions of WFAA fundraising efforts. This team ensures gifts are managed and recorded appropriately, according to donor intent and industry policy and best practices. They provide exceptional customer services to our donors, alumni and friends, in addition to WFAA and UW-Madison staff. The Managing Director provides leadership and directs the services of the Gift Processing team.

Gift Processing is an integral part of the Advancement Services organization at WFAA. Advancement Services professionals gather, organize, manage and disseminate information to guide the sound and effective advancement and overall business decisions of not-for-profit organizations. They establish principles, adhere to guidelines and apply technical solutions to minimize risk, and maximize philanthropic investment, in their organizations.

Primary Responsibilities:

- Lead a high-performing team focused on exceptional customer service, quality and timeliness of gift management.
- Serve as gift management expert by developing and implementing policy, consulting on new fundraising initiatives, and providing training and outreach to partners.
- Plan and implement team strategies for service improvements, quality assurance, and employee development.
- Maintain expertise on industry policy and standards and ensure WFAA meets or exceeds them.

Support a service-oriented atmosphere in accordance with WFAA mission, values and philosophy

- Strategic beliefs
 - The University of Wisconsin-Madison has a transforming impact on students, alumni, and society;
 - Authentic, lifelong relationships and engagement with alumni, donors and friends are fundamental to sustaining the reputation and continued success of the University;
 - Philanthropy has an essential and growing importance on the future progress of UW-Madison;

- The highest level of stewardship and fiduciary responsibility in financial, investment, data and gift administration is vital to maintaining trust with our stakeholders;
- Diverse views, experiences and perspectives strengthen WFAA and the university community.
- Organizational values
 - We are serious about delivering results;
 - We work together and with our campus partners as a team;
 - We are committed to alumni, donors, volunteers and others;
 - We are open-minded;
 - We create a positive work environment.

Qualifications

- Bachelor's degree in business, accounting, computer or information science, or related combination of degree and experience required.
- Minimum of five years management experience in business operations or a data management role.
- Solid knowledge in accounting, financial controls and/or information systems.
- Non-profit fundraising experience and knowledge of non-profit fiscal policies, procedures, rules and regulations preferred.
- High language, high mathematical and high analytical skills. High degree of decision making and problem solving skills.
- Advanced MS Office experience required, specifically advanced knowledge of Excel.
- Understanding of relational database design or database management. Experience with using customer/constituent relationship management software (CRM), preferably Blackbaud CRM.
- Strong leadership capabilities; excellent judgement and decision-making abilities, ability to interpret and evaluate policy and procedural requirements and produce and analyze data; effective written and oral communication skills, organizational and interpersonal skills; excellent presentation skills.

This is a full time, supervisory position reporting to the Senior Managing Director, Advancement Solutions. We offer a competitive salary and an excellent benefit program.

To apply, please submit cover letter and resume in a single attachment to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=uwfound&cclid=19000101_000001&type=JS&lang=en_US

Please contact Human Resources if you have any questions at hr@supportuw.org. Application deadline is June 1.

Mia Kahl
 Human Resources
 Wisconsin Foundation and Alumni Association
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The Wisconsin Foundation and Alumni Association is an Equal Opportunity Employer

*The Wisconsin Foundation and Alumni Association is the “doing business as” name of the merged organization comprising the University of Wisconsin Foundation (www.supportuw.org) and the Wisconsin Alumni Association (www.uwalumni.com), whose legal corporate name is registered as the University of Wisconsin Foundation.