



ASSISTANT DIRECTOR OF GIFT AND DATABASE MANAGEMENT

Franklin College seeks an Assistant Director of Gift Administration and Database Management. This is a full-time, salaried position reporting to the Director of Advancement Services. This position is responsible for the data integrity of the central donor management database, processing all gifts received by the College as well as the generation of related reports. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

RESPONSIBILITIES

- Maintains data integrity by reviewing regular audit reports
- Assist or serve as a backup to the Director by designing queries, exports and lists from the donor management system to support Advancement staff operations
- Enters data pertaining to philanthropic gifts (checks, cash, stocks, EFTs, payroll deductions, trusts, in-kind, etc.) received by the College and produces acknowledgement correspondence and tax preparation documents
- Updates and maintains information for constituent records including address changes, professional titles and biographical details, etc
- Ensures appropriate and accurate correspondence is sent to donors in a timely manner including receipt letters and other special reports/documentation
- Produce deposit and validation reports for the Business Office
- Track matching gifts, submit verification of donor gifts
- Track memorial gifts and mail notifications to family when loved ones are remembered with a tribute
- Track monthly BMV deposit make sure soft credit is applied to those who purchased license plates
- Work with the Finance office to value and record stock transfer commitments
- Works with the Director of Advancement Services to produce and distribute calendar year-end tax preparation documents
- Assist the Director of Advancement Services to maintain and update best practice documentation and procedure manuals related to the use of Raiser's Edge
- E-file all correspondence pertaining to gift entry and database updates into our document management system
- When directed, participate in special events and outreach programs that involve donors and key stakeholders
- Execute other duties as assigned
- Follow and abide by all safety rules and regulations



REQUIREMENTS

- Four-year degree in related field
- Must be proficient in Microsoft Office Suites (specifically Word and Excel), Raiser's Edge and electronic record maintenance
- Basic accounting knowledge, understanding of IRS regulations and CASE Reporting Standards and Guidelines

SKILLS & COMPETENCIES

Experience with complex database systems. Experience in Development Services or Institutional Advancement preferred. The successful candidate will possess excellent customer service skills, attention to detail, and the ability to work well with others in the organization and maintain confidentiality.

WORK HOURS

Regular work hours are Monday through Friday 8am -5pm. May occasionally work weekends and evenings.

PHYSICAL DEMANDS

This job functions in a professional office environment. This role routinely involves using standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, fax machines, calculators. Job tasks do not involve occupational exposure to blood, body fluids or tissue – Category III.

Excellent benefits package including health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College
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humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.