

Job Description: Development Associate – Gift Accounting

Date: Spring 2025
Title: Development Associate – Gift Accounting
Department: Development
Position Reports To: Director, Membership & Annual Giving
Status: Non-Exempt / Full-Time

Summary: Records donations to the Center of the West, entering gift data accurately into The Raiser's Edge database in accordance with current policy, providing timely acknowledgement to donors, and preparing reports for staff and board. Assists with other Development office projects and events as needed.

Job Duties:

- Responsible for all gift processing including cash handling, gift and pledge entry, transaction adjustments, and acknowledgement in accordance with IRS regulations, industry best practices, and Center-specific policies.
- Ensures gifts are processed in an accurate and timely manner with daily bank deposits and daily recording of all philanthropic contributions to the Center.
- Immediately addresses any issues, unknowns, or inconsistencies that may inhibit timely processing.
- Continuously monitors, documents, and recommends improvements for gift accounting processes to improve data accuracy and procedural efficiency.
- Maintains a thorough understanding of internal and external departmental needs related to gift entry, reconciliation, acknowledgement, benefits fulfillment, and essential reporting for all gift types including donations, memberships, event registrations, gifts-in-kind, gifts of stock, pledges, grants, recurring gifts, matching gifts, sponsorships, and planned gifts.
- Familiar with Center's various payment processors and entry points for potential gifts.
- Monitors Center accounts for receipt of wire transfers and gifts of stock.
- Utilizes working knowledge of membership program, special events, fundraising campaigns, and donor visits to appropriately attribute gifts.
- Provides support for Development staff, including but not limited to preparing giving reports, correspondence, and mailings.
- Works closely with other departments, especially Accounting, to reconcile all gifts accurately.
- Maintains appropriate and accurate departmental records.
- Verifies and updates constituent database records to reflect most recent correspondence.
- Informs strategy related to member/donor retention and acquisition, use of the database, and donor stewardship efforts.
- Exhibits a positive, professional demeanor, with careful attention to detail, propriety, and confidentiality.
- Demonstrates command of current computer technology and software, including Microsoft Office, Outlook, The Raiser's Edge, and the internet.
- Manages multiple tasks while working within given deadlines.
- Collaborates with staff and managers.

Competencies:

- Strong skills with Microsoft Office Suite and the Internet. Knowledge of The Raiser's Edge or other fundraising or CRM database is preferred.
- Excellent written and oral communication skills.
- Must be detail- and team-oriented; exercise mature judgement and discretion; and be able to maintain confidentiality.

- Professional demeanor and appearance.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Associate's degree required.
- Experience with a CRM/database system and/or exposure to non-profit fundraising preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				x
Standing		x		
Walking		x		
Bending Over		x		
Crawling	x			
Reaching		x		
Crouching	x			
Kneeling	x			
Balancing	x			
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less		x		
11 lbs to 25 lbs		x		
26 lbs to 50 lbs	x			
51 lbs to 70 lbs	x			
Manual Dexterity			x	
Fine Motor Skills				x
Gross Motor Skills		x		
Eye/Hand Coord.				x
Near Vision				x
Far Vision		x		
Color Recognition			x	
Hearing			x	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations		x	
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles		x	
Working With Machinery/Motorized Equipment		x	
Climbing on Scaffolds or Ladders (Step Stool)		x	