

**Georgia Institute
of Technology****Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | lvuona@boyden.comBeth Parsons | 617.592.0473 | bparsons@boyden.com**Position Summary**

The Director will manage the Gift Administration function responsible for maintaining the quality and accuracy of gift records following prescribed standards and properly acknowledging gifts and reporting to contributors and related entities. He/She/They oversees all gifts/pledges accepted on behalf of the Institute to ensure that all funds raised reach their designated purpose and manages the administration and updating of the database used to house, track, and manage data regarding donor giving, etc., to ensure that all data are input correctly. The Director is responsible for proper acceptance, tracking, recording, and reporting of gifts, and pledges per Institute policy, state/federal laws, and relevant IRS regulations. The incumbent helps develop and follows established procedures for receipting, notification, pledge reminders, and other system-related processes and monitors a records management policy. Responsible for generating data for various reports as requested. Acts as liaison with donors, campus-wide staff, and accounting personnel to answer gift-related questions and/or to resolve gift-related problems. Other responsibilities include serving as a primary resource concerning gift policy, IRS regulations, and gift data entry.

Responsibilities

- Direct the receipt, timely processing, and preparation of official documentation for private gifts and grants to the Institute while maintaining relationships and coordinating record keeping across all GT affiliates. Understand gift receipting and documentation at a high level.
- Formulate and implement policies and procedures related to gift processing. Review gift accounting statements and reports for accuracy and timeliness and maintain databases. Maintain confidentiality of donor records.
- Set priorities and supervise the daily activities of Gift Administration; assign and delegate responsibility for work deadlines, disseminate policies to staff, and set deadlines.
- Serve as a resource and primary liaison to various constituency groups served by Gift Administration on matters of gift accounting and reporting policies and procedures, data administration, and database gift record management. Communicate directly with accounting/business officers, development directors, major gift officers, administrators, deans and department heads, grants and contracts, internal audit, payroll, and other departments as needed. Provide advice and assistance to the various departments on gift handling practices, gift acceptance policies, and reconciliation of gift revenue.
- Evaluate and implement opportunities to extend services by applying technology solutions to gift administration and processing.
- Interview, hire, train, and direct gift administration staff. Staff must be trained extensively on internal gift accounting practices, policies, and procedures, and have a thorough understanding of the

- alumni/development computer database (BlackBaud CRM) and external guidelines (CASE, NACUBO, FASB, IRS, etc.) that govern the recording, receipting, and reporting of gifts. Staff will be expected to accurately determine the designation of gifts based on the donor's stated intent and accurately record information on the database. Staff will be required to make decisions about identifying the proper records, creating new and linked records, and interpreting the donor's intent based on the documentation received.
- Conduct semi-annual pledge review process and oversee the pledge reminder process to assure the collection of funds expected by the Institute/Foundation. Verify the accuracy of information communicated to donors and development staff and propose modifications to technical processes that support this service.
- Ensure regulatory compliance with the charitable gift accounting policies and reporting standards as outlined by CASE, NACUBO, FASB, and the IRS. Monitor and understand the IRS regulations as they pertain to gift acceptance, processing, and receipting, and to 501 (c) 3 organizational operations.
- Maintain professional affiliations, keep abreast of legislative activities affecting charitable gift issues, and exhibit a willingness to assume additional responsibilities. professional/continuing education conferences, etc. on current trends and challenges in non-profit gift accounting focused primarily on higher education.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- **KNOWLEDGE –**
 - Knowledge of fundraising practices, gift recording, IRS regulations as they pertain to charitable giving, CASE guidelines preferred.
 - Working knowledge of fundraising Customer Relationship Management (CRM) software and relational database functionality preferred.
- **SKILLS –**
 - Highly developed organizational and interpersonal relations skills.
 - Strong working knowledge of Microsoft Word, Excel, and PowerPoint.
 - Excellent managerial skills, including the ability to coach subordinates and foster professional growth.
 - Strong communication skills with the ability to tactfully and effectively articulate policy rationale, describe complex challenges, and clarify sophisticated solutions to management and various staff.
 - This position may require occasional overnight travel for project delivery; flexibility in on-site daily service delivery hours (due to client shift schedules and project requirements).
- **ABILITIES –**
 - Extremely detail-oriented.
 - Ability to consistently execute projects and tasks efficiently, effectively, and on time.
 - Ability to always work responsibly and judiciously with confidential and sensitive information.
 - Ability to work efficiently and competently in a large, complex, and dynamic organization, effectively interacting with several staff from multiple departments while balancing multiple priorities and various channels of communication.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Six to eight years of job related experience.

University Policies and Statements

Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our strategic plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.

The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

All members of the USG community must adhere to the USG Statement of Core Values, which consists of Integrity, Excellence, Accountability, and Respect. These values shape and fundamentally support our University's work. Additionally, all faculty, staff, and administrators must also be aware of and comply with the Board of Regents and Georgia Institute of Technology's policies on Freedom of Expression and Academic Freedom. More information on these policies can be found [here](#).

Boyden Contacts

Lisa Vuona, Partner
lvuona@boyden.com
M +1 508.320.6445



Beth Parsons, Principal
bparsons@boyden.com
M +1 617.592.0473

About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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