



**Director, Advancement Services, Gift Acceptance (full-time, 35 hours/week)**  
**University Advancement**  
**Position 102013**

**Position Summary:** The Director, Advancement Services, Gift Acceptance serves as the University's primary resource in maintaining gift acceptance policy. S/he ensures that the University's gift acceptance practices are compliant with University policy, federal law, state laws and IRS regulations. S/he is responsible for maintaining the integrity, consistency, and accuracy of CUA's donor information, and developing and managing efficient procedures to ensure that Gift Accounting (in the Controller's Office) and Gift Acceptance (in Advancement Services) are regularly reconciled. The University's ability to identify, cultivate and solicit gift revenue from donors and prospective donors is directly related to the effective maintenance of the donor information, including biographical and giving data. The University relies on accurate and timely gift entry for short term and long-term financial projecting.

**Essential Responsibilities Include:** Develop, document, manage and oversee the gift acceptance process from beginning to end, which includes intake of gift and pledge documentation, including, but not limited to: checks, cash, online contributions, gift agreements, DAF Intentions, and notification of planned gifts including bequests. The Director is expected to have a high level of expertise in determining proper entry and counting protocols for all gift types, relying on CASE and GAAP standards and the University's database definitions. S/he will direct others in fulfilling this responsibility. Serve as an expert on Catholic University gift acceptance and counting policies, in particular those that pertain to pledge acceptance and gift documentation requirements, as well as industry counting and documentation standards (CASE). Respond to gift officer questions, requests for policy determinations. The Director will triage requests for policy exceptions by gathering pertinent information and create recommendations for the Associate Vice President's and/or Vice President's consideration. Develop and manage a reliable, and auditable system for regular submission of gift data to Finance and verify the accurate preparation of daily deposits made to the Finance Office Partner closely with Advancement Services/IT colleagues and gift accounting staff in the Controller's office to develop transmission mechanisms that support accurate and timely provision of gift data to Gift Accounting. The Director will create and implement a suite of reliable quality control protocols so that errors and omissions can be identified and addressed in the normal course of business. S/he will perform quality assurance review of data input including troubleshooting and reviewing exception and error reports to ensure consistent and accurate entry of data in accordance with data standards. Create, implement and maintain gift processing and biographic data procedures. Write procedure documentation. Serve as an internal expert on Catholic University gift acceptance and counting policies, in particular those that pertain to pledge acceptance and gift documentation requirements, as well as industry counting and documentation standards (CASE). Respond to questions, requests for policy determinations and requests for policy exceptions. Recommend updates and amendments to the policy when needed. Partner closely with the Advancement IT staff to design, and produce annual revenue and cash report and campaign progress reports. Complete monthly, quarterly and annual reconciliation with Finance Office – responsible for producing necessary reports, and coordinating any gift adjustments or reallocations that may be required. Serve in a project lead role in fulfill internal and external audit requests

**Minimum Qualifications:** Bachelor's Degree with a minimum of five (5) years' experience or eight (8) years in lieu of Degree in the maintenance of large constituent databases. At least two (2) years' of supervisory/management experience. Strong knowledge of CASE and GAAP. Knowledge of general accounting principles, business communication and office procedures.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 102013 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All

applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

**THE CATHOLIC UNIVERSITY OF AMERICA**

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