

SIMPSON COLLEGE

POSITION DESCRIPTION

Gift Processing Specialist

Date of Opening: January 2021

Summary

Simpson College is seeking qualified candidates for a full-time gift processing specialist in the Office of Advancement.

Principal Duties

This position is responsible for recording and maintaining gift and general fundraising data and serve as the key person for report generation and donor acknowledgement.

Required Skills

Skills required for this position include all customary and usual skills associated with an administrative support position, with extensive computer experience in data entry and management. The successful candidate will have the ability to work as a team member as well as independently, be detail oriented and can maintain confidentiality.

To Apply

To apply, please send a cover letter, resume, name, and contact information for three professional references to Human Resources, Simpson College, 701 North C St., Indianola, IA 50125, or by email to employment@simpson.edu.

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. [The entire Notice of Non-Discrimination can be found here](#). Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history.

About Simpson College

Simpson College is a private, liberal arts college located in Iowa with campuses in Indianola, West Des Moines and online. Founded in 1860, the college has 1,268 undergraduate and graduate students. Simpson offers 74 majors, minors and programs in addition to three graduate programs. Outside of the classroom, Simpson is a member of the NCAA Division III American Rivers Conference, hosts eight Greek houses on campus and sponsors many extracurricular options for student involvement. To learn more, visit simpson.edu.

Job Level 10