UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING
Position Description:
PROGRAM MANAGER-GIFTS
UAB Employment Site Number: #T217962
Hybrid Eligible

SUMMARY:
The School of Nursing Program Manager-Gifts position for the Office of Development and Alumni Relations (ODAR) is responsible for directing the financial and administrative operations to ensure strict compliance with all UAB financial processes and gift acceptance policies and maintaining the integrity of all the School’s gift accounts and donor records. Must demonstrate excellent customer service and relationship-building skills, solid judgment, effective written and verbal communication, problem-solving skills, effective planning and project management, attention to detail and effective time management, in a positive, diplomatic and confidential manner. An integral member of the ODAR team, this position works closely with key personnel in the Dean’s office, the School, the Central Advancement Office, UAB Financial Affairs. This position also interacts with the School’s board members, prospects, external individuals, event vendors, and a broad range of organizations to build relationships with students, alumni, donors, faculty, and staff to support the mission of the School and University. This position is responsible for hiring and managing ODAR’s student workers to meet the needs of ODAR. This individual reports to the School’s Director of Community Engagement and Board Relations and is accountable to the Senior Director of Development (SDOD) and the Dean.

RESPONSIBILITIES:
1. Work closely with the School’s financial office and departmental fiscal officers to ensure strict compliance with UAB and SON financial and gift processes; oversee creation of new gift accounts as needed; monitor gift-account spending and balances; ensure that benefitting areas of the SON are aware of gifts/pledges received; ensure that donor intent is met with benefitting areas.
2. Manage and oversee all philanthropic grants to the School from pre-award budgets to post-award spending and reporting; Work closely with SDOD and Director of Community Engagement and Board Relations to meet all deadlines and reporting requirements.
3. Create, manage and present a variety of comprehensive analytical and financial reports to the ODAR team, SDOD and SON Dean; ensure that monthly gift and endowment reports are accurate, reported correctly, and reconciled with UAB Office of Gift Records
4. Oversight for gift/pledge/payment processing for ODAR; managing, tracking, and reporting on all planned gift and pledge expectancies for ODAR and the Dean’s Office
5. Oversee and manage integrity of information for an extensive database of alumni, donors and prospects.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
6. Provide financial and contract oversight for all ODAR accounts, events, committee and board meetings, and other meetings on/off campus as needed; including event budgets, approvals, vendor contracts, payment processing, and assist with both planning and day-of events management.
7. Manage the submission of resolution items pertaining to the establishment of namings or endowments to the Board of Trustees in a timely manner based on established policies and procedures.
8. Serve as liaison with UAB Gift Records Office and UAB Educational Foundation development account to oversee approval of expenditures, work closely with the SON Office of Administration Operations to provide administrative support for the ODAR office as needed.
9. Directly responsible to the Director of Community Engagement and Board Relations and accountable to the Sr. Director of Development and Dean. Regularly communicate with, update and keep informed of projects, and status of work.
10. Adhere to all FERPA and HIPAA regulations and maintain utmost integrity and confidentiality regarding all donor relations.
11. Commit to the highest ethical standard in all activities, including interaction with donors, board members, faculty, staff, students, and volunteers.
12. Work as a team member to contribute to and support the efforts of the Office of Development and Alumni Relations.

QUALIFICATIONS:
This position requires a baccalaureate degree and a minimum of 3 years of experience in a related field. The ideal candidate will have an understanding of philanthropic giving and previous experience with providing excellent donor or customer service and events management, and experience tracking/managing/reporting gift-related financial information is strongly preferred. This individual must be self-motivated, comfortable in a fast-paced environment, able to effectively manage shifting priorities, demonstrate drive and initiative, demonstrate the highest levels of customer service and integrity, and work independently as well as with a team. To be successful in this role, an individual needs to demonstrate ownership of projects and be able to communicate well in both written and spoken language, be detail oriented, manage multiple projects, be very organized, have strong analytical and time management skills, and possess developed diplomacy, discretion, leadership and interpersonal skills. A fluent working knowledge of Adobe Sign, Oracle, and Microsoft office products such as Excel, Word, Access, and PowerPoint, Joomla, SharePoint, and ability to learn the University’s donor management and gift reporting systems are needed to manage the work in this role. All guidelines related to FERPA, HIPAA and confidentiality must be observed and maintained. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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