



## Records Management Specialist

### About the Foundation:

The Clemson University Foundation, chartered in 1933, is an independent, not-for-profit 501(c)(3) organization that promotes the welfare and future development of Clemson University. We seek financial support through annual gifts, capital campaigns, planned giving, and other ongoing fundraising programs. We manage and disburse assets prudently within a policy that encourages the enhancement of the Foundation's resources.

### Position Description:

Job Department: Record Management

Reports to: Director of Gift Management

Job Location: Clemson, South Carolina. On-site Hybrid. (Hybrid can become available at 6 months of employment)

Work Schedule: M-F 8 AM – 4:30 PM

FLSA Status: Non-exempt

### Essential Duties:

- **Record Management (70%)**
  - Data entry/management tasks to include but are not limited to biographical and academic updates for a complex database of alumni, employees, donors, etc.
- **Deceased Constituent Program Coordination (20%)**
  - Manages the deceased program, which entails:
    - Daily obituary research through multiple software applications
    - Managing/Updating deceased constituents in a complex fundraising database.
- **Administrative Responsibilities (10%)**
  - Routine administrative responsibilities for in-office settings
  - Able to communicate effectively with Advancement, Donor, and University Stakeholders in a way that builds trust and confidence in the processes.

### Educational Requirements:

- High School Diploma
- No degree is required, but an associate degree is preferred.





### Physical Requirements:

- Stationary position for prolonged periods

### Competencies:

- Communication:
  - Effectively shares/disseminates information; listens to others and incorporates/integrates information. Uses oral, written, and interpersonal communication skills to achieve role objectives.
- Teamwork:
  - Works effectively and cooperatively with others to achieve organizational goals
- Technical Knowledge/Competence:
  - Demonstrates the necessary knowledge to perform the job and effectively apply learning to job responsibility. Acquires new skills, knowledge, and abilities as required by the job.
- Attention to Detail:
  - This position requires a keen eye for detail and analytical skills to achieve thoroughness and accuracy when accomplishing tasks.

### Compensation:

- Salary Range: \$40,000-\$45,000.

To apply, email a cover letter and resume to [CUFHR@clemson.edu](mailto:CUFHR@clemson.edu)

Equal Employment Opportunity Statement: Clemson University Foundation is an Equal Employment Opportunity employer. We make every effort to provide fair and equal treatment based on merit in all our employment decisions, including but not limited to decisions concerning hiring, retention, promotions, working conditions, compensation, benefits, training, and all other privileges, terms, and conditions of employment. We pledge to treat all employees fairly without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, pregnancy, national origin, age, disability, genetics, military or veteran status, or any other characteristic protected by applicable law.

