



Gift and Records Management Support 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: Gift Management

Reports to: Director of Gift Management

Job Location: Clemson, South Carolina, on-site (no hybrid options available for this role)

Work Schedule: M-F 9 a.m. – 1 p.m. (flexible) – 20 hours a week

FLSA Status: Nonexempt

Essential Duties:

- **Gift Management Support (60%)**
 - Daily errands, including traveling to the post office and bank.
 - Sorting and scanning documents to a paperless environment and organizing gifts to be processed.
 - Various support tasks to cultivate a productive and effective work environment.
- **Records Management Support (20%)**
 - Data entry tasks to include but are not limited to biographical and academic information updates for a complex database of alumni, employees, donors, etc.
 - Various support tasks to cultivate a productive and effective work environment.
- **Administrative Support (20%)**
 - Supporting the Director of Gift Management with routine administrative tasks such as scheduling, filing documents, etc.

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 apply learning to job responsibility effectively. Acquires new skills, knowledge, and abilities as required by the job.

Compensation:

- The hourly rate will range from \$12.00 to \$15.00 per hour with a maximum of 20 hours per week.

To apply, email a cover letter and resume to 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.

