

Job Description

CHARITABLE GIFT ADMINISTRATOR **(for Securities Gifts)**

REPORTS TO:	Director of Gift Administration
BASED AT:	Barnabas Foundation, Crete, IL
SCHEDULE:	Full-Time
PURPOSE:	Support the mission of Barnabas Foundation by Facilitating receipt, liquidation and administration of securities gifts (stock, bond, mutual fund) while providing excellent service to clients.

KEY RESPONSIBILITIES

- Inform and assist clients throughout the charitable giving process.
- Facilitate the receipt, liquidation and administration of publicly traded or privately held securities and other non-cash charitable gifts.
- Maintain regular communication with clients and their professional advisors by phone, email, or mail.
- Provide charitable gift receipts to clients.
- Update financial software for gift transactions, purchases or sales of assets, and money movement among foundation owned accounts.
- Communicate with clients when establishing new accounts to ensure a clear understanding of account functionality and online access.
- Maintain the client database with any changes to client information.
- Serve as the primary administrative contact for member charities who have assets invested with the Foundation.
- Assist with the monthly reconciliation of securities accounts.
- Assist with recording and updating transactions in the gift journal.
- Assist the Client Services Administrator or other team members with special projects or client correspondence as needed.

QUALIFICATIONS

Qualifications of a successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Customer service oriented "people person" with a positive attitude.
3. Dependable, self-starter with demonstrated ability to meet deadlines while juggling multiple projects and tasks.
4. Exceptional attention to detail and a commitment to accuracy.
5. Investment advisory, trust company or private banking office experience is preferred.
6. Basic understanding of finance and accounting principles.
7. Good written and verbal communication.
8. Proficiency with Microsoft Office programs, including Word, Excel, and Outlook.
9. Trustworthy and able to keep sensitive information confidential.