



Assistant Director Gift Agreements

Clemson University Foundation
Clemson, SC

To apply: Email a cover letter and resume to CUFHR@clemson.edu.

About the Clemson University Foundation (CUF)

CUF seeks financial support through annual gifts, capital campaigns, planned giving and other ongoing fund-raising programs. CUF manages and disburses assets prudently within a policy that encourages the enhancement of the resources of the Foundation.

Position Description:

Job Department:	Administration and Finance
Reports to:	Associate Director of Gift Agreements
Job Location:	Clemson, South Carolina (Hybrid)
Work Schedule:	Full-time, standard hours – 37.5/week
FLSA Status:	Non-exempt
Expected Salary Range:	Commensurate with experience

Position Summary:

Assist the Associate Director with e-file set up for new gift agreements, writing and proofing agreements, and establishing new funds in appropriate software and data sheets. Performs other duties as assigned.

Essential Duties:

- Completes final processes after CEO signs gift agreements.
 - Sets up all new funds in Cadence.
 - Adds agreements to PaperSave.
 - Sends out final communications to stakeholders.
- Conducts the Pre-Writing Process.
 - Sets up new e-files, including, but not limited to, routing sheets, previous agreements and other required forms.
 - Adds data input into spreadsheets.
- Proofreads all gift agreement drafts for typos and other errors.
- Writes gift agreements.
- Serves as backup to the Associate Director of Gift Agreements.
- Special Projects for Associate Director and other duties as assigned.

Minimum Qualifications:

- Education: 2-year college degree with strong English composition skills.
- Experience: 5 years' experience. Must be proficient in Excel, Word, and Adobe.



Preferred Qualifications:

- Education: 4-year college degree.
- Experience: 5 years with Word, Excel, and Adobe with E-sign experience. Higher Education, Non-profit, or fundraising and philanthropy experience a plus.

Supervisory, Budget, Fiscal, & Emergency Responsibilities:

- Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.
- Not responsible for supervising employees.
- No fiscal responsibility for the department's budget.
- Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations.

Physical Requirements:

- Sit (stationary position) for prolonged period.
- Use hands or feet to operate or handle machinery, equipment, etc.
- Communicate, converse, give direction, express oneself.

Competencies:

- Communication - Effectively shares/disseminates information, listens to others and incorporates/integrates information. Uses oral, written and interpersonal communication skills to achieve role objectives.
- Customer Service Focus - Effectively and efficiently meets the needs of customers; delivers high quality service and makes customer service a priority by seeking ways to improve service through innovation.
- Teamwork - Works effectively and cooperatively with others to achieve organizational goals.
- Managing Self - Works with minimal supervision and manages own time effectively.

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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.