## Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Gift Processing Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
<td>53132</td>
</tr>
<tr>
<td>Location</td>
<td>Sarasota, FL</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Regular</td>
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</tbody>
</table>

### Department

The John & Mable Ringling Museum of Art is located in Sarasota, Florida, and is a department of [Florida State University](https://www.fsu.edu). Want to learn more about The Ringling?

- [Website](https://www.ringling.org)
- [Facebook](https://www.facebook.com)
- [Twitter](https://twitter.com)
- [Instagram](https://www.instagram.com)
- [Flickr](https://www.flickr.com)
- [Pinterest](https://www.pinterest.com)
- [YouTube](https://www.youtube.com)

### Equal Employment Opportunity

The Ringling is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Action employer with a strong commitment to diversity and inclusion. As such, we are always seeking individuals dedicated to innovation and excellence. A successful candidate will work effectively, respectfully, and collaboratively in a diverse, multicultural, and inclusive setting. We especially encourage applications by individuals from underrepresented groups, with a demonstrated commitment to a culturally and intellectually diverse workplace.

Should you require accommodations for the application or interview processes, please email employment@ringling.org or call 941-538-2773.

Learn more about our commitment to Diversity and Inclusion:

- [FSU’s Equal Opportunity Statement](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf)
- [FSU Diversity & Inclusion Statement](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf)
- [FSU Strategic Plan](https://fsu.edu/about/strategicplan)
- [Ringling Strategic Plan](https://www.ringling.org/strategic-plan)
- [Ringling Equity Statement](https://www.ringling.org/equity)

### Responsibilities

This position works as part of the Development department. It creates and maintains The Ringling Foundation's and FSU Foundation's databases, assists with administrative and data entry functions, and serves as backup for other Development team members.
• Daily data entry of transactions for the Ringling Foundation’s Tessitura database. Creates, updates and verifies donor records, demographics, gifts, pledges, and other commitments in the database. Works in collaboration with team members, supporting FSU foundation's (FSUF) mission implementing best practices related to maintaining database integrity and performance.
• Provide assistance to other team members in the Development department: review, correct, proofreads and analyzes data for accuracy, logic and relevance. Maintains departmental gift files. Assists with scanning and other basic database duties as assigned.
• Confirms all Gift Documentation has been accurately scanned into the FSU Foundation's Blackbaud CRM data for all Ringling Foundation contributions. Ensures hard copies of gift documentation are maintained according to departmental requirements.
• Other duties as assigned, including but not limited to, serving as back-up for cash office operations.

Qualifications

• High school diploma for equivalent and 4 years' experience or a combination of post high school education and experience equal to four years.
  ◦ Please note that higher education can substitute for experience at the equivalent rate.
• Knowledge of or ability to learn applicable computer software and operating systems, specifically CRM or related donor database.
• Ability to communicate effectively (verbally and in writing) and to establish and maintain effective working relationships.
• Ability to maintain accurate records, retrieve files from active or archive sources, as well as compile, review, reconcile data for accuracy, completeness, and compliance.
• Basic filing practices to include numeric and alphabetic systems.
• Knowledge of electronic data processing as it applies to fiscal and accounting activities.

Please note a work sample will be administered if selected for interview.

Helpful

• Experience working in an office setting.
• Proficiency working in databases (Tessitura and/or Blackbaud CRM experience).
• Ability to learn quickly and adapt to changing technologies.
• Excellent typing skills.
• Detail-oriented and highly organized.
• Ability to prioritize multiple projects.
• Exceptional judgment and the ability to ensure sensitive information remains private.
• Advanced internet skills, especially search engines.

Contact Info

For more information, or for technical assistance, please contact Ringling Human Resources at 941-358-2773 or employment@ringling.org.

Anticipated Salary Range

The anticipated rate of pay will be $15 + per hour. The final rate will be based on the education, skills, and
experience of the selected candidate.

Find out more about our comprehensive benefits package under the "FSU Total Rewards" section.

Museum employees also receive:

- Regular training on upcoming exhibitions
- Private gallery talks with curators
- Discounts on memberships
- Discounts in the museum store
- Discounts on select performances/events
- Free museum admission and much more!

Pay Plan

This is an USPS (University Support Personnel System) position.

FSU Total Rewards

FSU offers a robust Total Rewards package. Visit our website to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs.

Use our interactive tool to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

Soft Money Funded Position

This position is time-limited based on soft money funding, with renewal contingent upon available funds and the needs of the University.

Schedule

Monday - Friday from 8:00 AM to 5:00 PM with a one hour meal period.

Criminal Background Check

This position requires successful completion of a criminal history background check, to include fingerprinting. The background check will be conducted as authorized and in accordance with University Policy 4-OP-C-7-B11.

How To Apply
If qualified and interested in a specific job opening as advertised, apply to Florida State University at https://jobs.fsu.edu. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.

Veterans' Preference

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment by the state and its political subdivisions and are encouraged to apply for the positions being filled. Veterans' Preference applies to University Support Personnel System (USPS) positions only.

IMPORTANT: To claim Veterans' Preference, select “yes” to the question on the application questionnaire and upload a DD-214 (or equivalent), the Veterans' Preference Certification form, and other documentation if applicable with your online application before midnight of the position closing date.

Click the links for eligibility information and required documentation, or call FSU Human Resources at (850) 644-6034.