



Job Title: Coordinator, Gift Processing
Location: Fayetteville, GA
Department: Advancement Operations
Reporting To: Director, Advancement Operations

U.S. Soccer Overview

We are U.S. Soccer, and we are the future of sport in the United States. Our mission is to make soccer the preeminent sport in the United States. We embrace diversity, technology, and global connections to drive the growth of our sport and serve our athletes and fans. We seek motivated, enthusiastic, skilled people who can think, create, and work on a team.

U.S. Soccer is a growing company that looks for team members to grow with it. U.S. Soccer offers a comprehensive compensation package, casual work environment, an inclusive culture, and an atmosphere for professional development.

The Federation's core principles set organization-wide standards to identify and foster our culture and inform how we interact and hold each other accountable. These principles guide U.S. Soccer: *We Win Together. We Aim High. We Champion Diversity, Equity & Inclusion.* To be successful as a USSF employee, it is critical to demonstrate and live up to these principles every day and with every interaction with peers, stakeholders, and partners.

The Federation's core values are the individual attributes and characteristics that staff embody to uphold the organization's principles and succeed. These values guide our employees: *Integrity. Commitment. Teamwork. Respect.*

Position Description

Working as part of the Advancement team and reporting to the Director of Advancement Operations, the Coordinator, Gift Processing is responsible for the accurate and timely recording, receipting, and acknowledgment of all donations. This role maintains donor records, generates reports, and supports data integrity, ensuring compliance with applicable laws, internal controls, and organizational gift acceptance policies.

Primary Responsibilities

- Oversee the daily gift processing activities including, using various giving platforms and Salesforce for gift entry, receipts, and donor acknowledgement production.
- Demonstrated experience managing constituent data, demographic updates, gift entry, reporting, dashboards creation, gift receipts and acknowledgement letters.
- Oversee collection and opening of mail, lockbox, and bank deposit processes.
- Ensure that all pledges and gifts are processed and recorded accurately and acknowledged on a timely basis.
- Researches and evaluates all gift-related documents and data for accuracy and completeness.
- Develop process to streamline donor acknowledgement letters and ensure accuracy and timeliness.



- Manage escalated gift-related calls and data related issues as needed and collaborate with Advancement Team and other partners to resolve.
- Stays up to date on legal or other related changes impacting charitable donations and makes recommendations for improvement and compliance.
- Partner with Director, Advancement Operations to apply applicable laws, regulations, and procedures to all facets of gift processing, reporting and acknowledgement.
- Collaborate with the Director, Advancement Operations with preparations for monthly reconciliation with Finance and Accounting.
- Periodically review and update policies and procedures and ensure they are aligned with organizational gift acceptance policy and applicable laws.
- Knowledge of GAAP and AASP gift processing and gift acknowledgement best practices for non-profits.
- Ability to manage the daily workflow, conduct needs assessments, and develop plans to increase efficiency of departmental operations and process improvement.
- Assist with the gift agreement review process including documentation, proofreading, tracking, scanning, preparing for signature, distribution, and other tasks required to finalize agreements.
- Function as the subject matter expert for all gift processing systems and Salesforce.

Minimum Qualifications

- Bachelor's degree or higher in Business Administration or related field.
- Demonstrated experience using Salesforce required.
- Minimum 4 years of gift processing and/or accounts receivable experience with a proven record of accurate results and timeliness.
- Demonstrated knowledge of IRS guidelines for charitable giving, including substantiation, receipting, and donor acknowledgments, ensuring compliance and accuracy in gift processing.
- Proficient with Microsoft Suite (Word, advanced Excel, Access, PowerPoint,) and Outlook.
- Solid relationship building and strong verbal and written communication skills.
- Sensitivity to needs of donors and able to manage confidential information discreetly.
- Excellent problem-solving capabilities and strong initiative to identify problems and propose solutions independently.
- Strong attention to detail and organizational skills.
- General knowledge of soccer.
- Capable of working in fast-paced and demanding environments.
- Must be able to connect "micro" details to the "macro" vision and mission.
- Ability to multi-task and prioritize a heavy workload.

U.S Soccer is an equal opportunity employer that is committed to diversity, equity and inclusion, and prohibits discrimination and harassment of any kind on the basis of race, color, sex, religion, national origin, citizenship, pregnancy, sexual orientation, gender identity, age, disability, genetic information, military status, political belief, or any other characteristic protected under the law. This policy applies to all our employment practices within our organization.

We strongly encourage women, people of color, LGBTQIA, veterans, parents, and persons with disabilities to apply.