Savannah State University
Position Description – Records Manager

POSITION DESCRIPTION

Position Title:	Records Manager	FLSA Status: Exempt
Reports to:	Director of Development	
Department:	University Advancement	
Date Prepared:	June 2003	

BASIC FUNCTION

The Records Manager is responsible for receiving and transmitting gifts given to the University. A database of constituents and gifts is kept by the Records Manger for reporting purposes. Acknowledgment letters are then sent by the Records Manager to donors.

NATURE & SCOPE

Reporting to the Director of Development, the Records Manager is responsible for processing contributions to the University immediately upon receipt. They are transmitted to the Office of Business and Finance on the same day received.

This position serves on a team charged with projecting a positive image for the University, acquiring private funding to supplement the state budget and promoting the vision, mission, and goals of the University.

The team relies on the Records Manager to prepare labels for mailings for Alumni Affairs and Communications, and prepare reports for various comparative purposes and compile data for Annual President's Report and other campaigns.

PRINCIPAL ACCOUNTABILITIES

- Receives and transmits gifts
- Acknowledges gift with communication back to donor
- Prepares reports
- Compiles data for publications
- Performs other duties as assigned such as labels and flyers

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires as four-year college degree.