



BIDDING ANNOUNCEMENT | AFSCME

BID POSTING DATE	December 16, 2025
BID SUBMISSION DEADLINE	December 22, 2025
CLASS TITLE	Office & Administrative Specialist, Senior
HOURLY RATE/RANGE	\$22.23 - \$30.09 (64L)
WORK AREA	Advancement- Foundation
DAYS	Monday - Friday
HOURS	Full-Time Monday-Friday 8AM-4:30PM
SUPERVISOR	VP, Advancement Jon Olson
POSITION PURPOSE	<p>The Gift Administrator performs analytical, reporting and administrative functions associated with the accurate and timely processing of gifts to Winona State University Foundation. Serves as the business process and application expert for the time-sensitive and highly confidential gift administration of contributions to the Winona State University Foundation, with the goal of minimizing risk and maximizing philanthropic investment. Serves as a resource and advisor to fundraisers, staff and faculty to ensure our solicitation messaging adheres to donation collection standards and reports are developed with accurate gift and donor criteria. Provides database management support for the Management Analyst 2 position. Manages the Matching Gift Program which maximizes personal charitable contributions through employer matching gifts.</p>
POSITION MINIMUM QUALIFICATIONS <i>(Expected to have in order to enter job)</i>	<p>Math-Sufficient to add, subtract, multiply and divide when working with donations. Typing Keyboarding(40WPM)-Sufficient to draft correspondence for the VP, Data Entry Performance-Sufficient to enter data into databases utilized, Communication Skills (Speaking, Writing and Reading)-sufficient to communicate with customers of the department via email and in person, Word Processing-sufficient to draft correspondence for the VP, Spreadsheets-sufficient to enter information into databases, create filters, create reports and update data, Database Management-sufficient to utilize Advancement software databases and run queries and reports, and identify problems and resolve, Bookkeeping-sufficient to monitor the financial entries and identify discrepancies, Accounting/Budgeting/Expense-Sufficient to create reports on the Foundation budget and report to the Board of</p>

	Directors, Customer Service Skills -sufficient to serve as a representative for the department and greet customers, Lead Work Skills -sufficient to provide training to users of the databases in Advancement and serve as the point of contact, and Development of Administrative and Programmatic Procedures -sufficient to continually monitor processes of the Advancement Office and make suggestions for procedure modification
POSITION DESCRIPTION	Copy of the position description will be available on the Human Resources website at: https://www.winona.edu/human-resources/current-employees/ or email humanresources@winona.edu
QUESTIONS	Please contact the Supervisor prior to the application deadline if you have any questions regarding the duties of this position.
REQUIRED	All bids must be submitted in writing via email to humanresources@winona.edu by 4:00 PM of the Application Deadline. <i>Thank you!</i>