**DIRECTOR OF ADVANCEMENT SERVICES**

**Date:** January 2023

**FLSA Status:** Exempt, Full time, 12-month position

**Salary**: $47,000 - $55,000

**Reports to:** Associate Vice President for Institutional Advancement

**Job Summary:** The Director of Advancement Services will provide oversight of the staff and operations of the advancement offices and serve as a key partner in all areas of Institutional Advancement.

**Advancement Services Oversight (50%)**

* Provide broad administrative oversight in the evaluation, planning, implementation, and improvement of functions, operations, and resources within Advancement Services.
* Support and supervise gift entry, advancement research and reporting, and database management staff.
* Ensure timely and accurate data entry and coding of gifts and biographic information in compliance with IRS regulations, FASB regulations, and CASE guidelines as well as the policies and procedures of Cottey College.
* Provide monthly gift reports and manage quarterly pledge reminder process.
* Serve as the primary contact with the business office in monthly and annual gift reconciliation, setting up new funds, troubleshooting gift entry adjustments, and providing appropriate documentation for auditors.
* Coordinate institution-wide compliance with all gift and endowment funds to facilitate effective stewardship of philanthropic funds and to ensure that all funds are aligned with Board policies and federal guidelines.

**Donor Relations (15%)**

* Ensure integrity and oversee the production of mailing lists for the department’s digital and direct mail campaigns, event registration, and stewardship activities.
* Maintain a high standard in the production of gift agreements, timely gift acknowledgements, and annual reports to scholarship and endowment donors.
* Create gift acknowledgment letters and customized stewardship communications for principal and major gift level donors, and donor cohorts.
* Collaborate with Advancement Data Specialist to establish and implement best practices in data management for prospect cultivation, donor relations, and legacy gifts.
* Assist with facilitating donor events, providing attendee engagement reports, attending on-campus donor events including assisting with set-up and tear-down.

**Office Management (35%)**

* Overseeing the work of all Advancement Services employees to ensure they work productively, efficiently and meet deadlines and college standards.
* Assist the Associate Vice President of Institutional Advancement in the preparation of department budgets and monthly budget reconciliation reports.
* Implement appropriate purchasing procedures for all equipment, supplies and special purchases, following up on all associated requisitions and maintain records of all vendor contracts, license agreements, and other information.
* Maintain records of administrative and hourly staff attendance, vacation and sick time and other approved paid time off.
* Ensure current registration and compliance by Cottey College as a charitable organization for donor solicitation in each state and Canada.
* Provide support for the various functions within the Office of Institutional Advancement as needed and other duties as assigned.

**Required Qualifications**

* Bachelor’s degree preferred with 3-5 years of experience desired in fundraising for higher education or a nonprofit; may be substituted with equivalent or similar experience in another business environment.
* Strong analytical and organizational skills; sharp attention to detail.
* Proficiency with database management systems and report writing, SQL query knowledge, Jenzabar experience preferred.
* Excellent computer skills, including Microsoft Office Suite, especially Excel and Word.
* Excellent written and verbal communication skills.
* Commitment to maintaining confidentiality and a high degree of accuracy in donor records.
* Leadership ability to manage challenges and oversee employees.
* Strong ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.