**DIRECTOR OF ADVANCEMENT SERVICES**

**Date:** January 2023

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

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

**Job Summary:** The Director of Advancement Services manages the staff and operations of the Advancement Services function of the Office of Institutional Advancement and serves as a key partner in all areas of Institutional Advancement. The Director reports to the Vice President for Institutional Advancement and is part of the department’s leadership team.

**Duties and Responsibilities**

* Provides broad leadership and administrative oversight in the evaluation, planning, implementation, and improvement of functions, operations, and resources within Advancement Services.
* Supports and supervises all Advancement Services staff (i.e., those responsible for gift entry, advancement research and reporting, and database management).
* Serves as Advancement’s database manager in providing leadership and administrative oversight in supporting data-driven strategies and tactics, including (but not limited to) successfully achieving the following:
  + Ensuring database integrity by managing the process and workflow for timely and accurate data entry/coding of gifts and the production of mailing lists for departmental direct mail campaigns, event invitation/registration, and stewardship outreach.
  + Ensuring gift receipting and gift acknowledgment to donors are distributed in a timely and accurate manner.
  + Overseeing the monthly distribution of gift reports and quarterly distribution pledge reminders, ensuring they are distributed timely and accurately.
  + Maintaining a catalog of available reports in the Advancement database and ensuring fulfillment of internal and external data requests.
  + Optimizing database functionality by staying current on database upgrades and enhancements.
  + Establishing and implementing best practices in data management for prospect management, donor relations, and legacy gifts. Manages and monitors the prospect management process.
  + Guiding staff on the appropriate use of database functionality and ensuring proper support and training for the Advancement database is provided to staff to effectively carry out their roles.
  + Overseeing high-priority projects such as global data updates, data imports (e.g., wealth screening data), and data analysis/support for gift officers.
  + Serving as a resource to resolve all database-related issues and challenges.
  + Maintaining compliance with IRS regulations, FASB regulations, and CASE guidelines as well as the policies and procedures of Cottey College.
  + Cross-trains in gift acknowledgment in order to provide coverage during vacations and busy giving seasons.
* Serves 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.
* Coordinates 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.
* Develops, updates, and maintains policies and procedures related to the use and maintenance of the Advancement data.
* Assists with facilitating donor events, providing attendee engagement reports, and attending on-campus donor events, including assisting with set-up and tear-down.
* Assists the Vice President of Institutional Advancement in the preparation of department budgets and monthly budget reconciliation reports.
* Ensures current registration and compliance by Cottey College as a charitable organization for donor solicitation in each state and Canada.
* Provides support for the various functions within the Office of Institutional Advancement as needed and other duties as assigned.

**Required Qualifications**

* Bachelor’s degree with 3-5 years of experience working in Advancement/Development for higher education or a nonprofit; may be substituted with equivalent or similar experience in another relevant work 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.