The Director of Advancement Services is responsible for data management and integrity, gift acceptance, processing and administration, and, supervision of staff responsible for the execution of the College’s comprehensive donor relations program. Duties include oversight of gift accounting, recording and receipting; and preparation of various giving reports. Works with other members of the Advancement team, and serves as liaison to the Accounting team, Office of the President and other units across campus to provide gift and compliance reports. This position requires exceptional organizational skills, independent judgment, and the ability to multi-task in an active environment. The expectation is that this staff member will be able to work independently within the framework of their assigned responsibilities and authority. The Director will have contact with senior campus administrators, alumni, the Board of Trustees, employers and the Stephens College donor community requiring exceptional use of business tact, discretion and judgment.

Responsibilities:

1. Responsible for management of DonorPerfect Software including data entry and data output. Ensures the integrity of the information contained in the database and determines how to translate data into usable, actionable information for the formation and execution of fundraising strategies and measures of success. Develops and implements data and gift-entry procedures, produces reports and provides database training.

2. Responsible for the review and control of gift acknowledgment, including receipts, thank you letters, pledge statements and endowment reports, and, the tracking of donor relations and stewardship activities in database. Supervises staff responsible for the execution of the College’s comprehensive donor relations program.

3. Responsible for documentation and regularly updates procedures manual. Advises on proper procedures ensuring accurate recording of gifts. Reviews, interprets and advises staff of office policies and procedures. Interfaces with the Accounting department in generating general ledger account numbers, reconciling monthly giving income and audit reporting.

4. Responsible for maintaining office services by organizing office operations and procedures. Responsible for monthly reconciliation of department budgets. Serve as departmental resource and liaison for other departments. Supervises student workers.

5. Other duties as assigned.
Qualifications:

- Bachelor’s degree required.
- Knowledge of fundraising principles and practice preferred.
- A self-starter who is comfortable working in fast-paced, multi-tasked environment. Proven skills and ability to manage multi-phase projects from inception to completion, including the ability to balance multiple concurrent priorities. Ability to set and manage deadlines.
- Must possess the ability to work independently and as part of a team. Must be detail oriented, focused and goal-oriented, with a high level of initiative and energy
- Must be adept at problem solving and using judgment in situations requiring independent initiative and tact. Sensitivity to and ability to maintain confidential information. Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information. Must be able to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Exceptional organizational skills. Excellent interpersonal, verbal and written communication skills are essential. Excellent social skills, with large groups as well as with individuals, are required. Ability to maintain composure under pressure.
- Proficiency with software including donor databases (DonorPerfect), Microsoft Office, Excel, and Outlook. Knowledge of fundraising software desirable. Ability to operate and troubleshoot basic office equipment (fax, copier, etc.).

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.

To Apply:

Qualified applicants must complete an online Stephens College application with the following:
- Cover letter
- Resume
- List of at least three professional references with contact information

The successful candidate must pass a criminal background check.

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