

## Director of Advancement Services and Development Operations - 0895

Posting Details	
Job Title	Director of Advancement Services and Development Operations
Position Number	671010
Requisition Number	0895
Account Number	267105
Job Description	<p>Reporting to the Vice President for Development and University Relations, the Director of Advancement Services and Development Operations must be pro-active, highly motivated, and detail-oriented with the ability to work collaboratively with other members of the staff to advance the University's efforts to fund-raise and friend-raise from its constituencies. The Director's various duties will be to: train and provide leadership for gift and biographical entry staff; direct the day-to-day operations of the Advancement Services Office; create and enforce policies/procedures; monitor the use of the Banner Advancement database and oversee all information entered and retrieved; oversee day-to-day operations of business procedures for the Development Office which include: monitor Foundation accounts; manage and monitor Foundation budgets; oversee compliance with government regulations and reporting standards for the Council for Advancement and Support of Education (CASE) standards and Voluntary Support of Education (VSE); work with outside vendors to keep the database clean and accurate; oversee accuracy and efficiency of reports created; monitor the establishment of gift accounts including recording of gifts, restrictions on accounts, and payments/ withdrawals on accounts; provide oversight of pledge and acknowledgement processing activities; work with donors, brokers and custodians on stock transfers; work with departments on behalf of the Foundation on the acceptance of tangible gifts; create yearly budgets for the Advancement Services Office; approve payments from Foundation accounts; create and monitor the Foundation Board approved budget; and resolve customer relation problems. The personal commitment to develop expertise in areas of the tax code related to gifts and gift acceptance and CASE standards is critical.</p>
Minimum Qualifications	Bachelor's degree and six years of related experience required. Two of the six years must be in a supervisory capacity. Must be proficient at developing and refining systems and procedures for the smooth functioning of office operations and a growing knowledge of Advancement Services (reporting standards, use of databases and Advancement software).
Preferred Qualifications	Experience in a higher education environment, master's degree and five years successful managerial experience preferred. Experience with alumni and development data systems preferred, particularly Banner.
Department	Advancement Services
Division	Development and University Relations

Salary Range	
New Position	No