

Position: Advancement Services Coordinator
Division of Advancement
Full-Time Position

Summary Description: Under the supervision of the Assistant Vice President for Advancement Operations, the Advancement Services Coordinator serves as the lead staff member responsible for processing gifts, coordinating donor acknowledgments, and assisting with Divisional reporting for the Office of Advancement. This position is entrusted with the responsibilities of data and gift entry to ensure that all cash gifts, in-kind gifts, planned gifts, stock donations, and pledges are handled confidentially and accurately captured in the Raiser's Edge database, and reconciled on a monthly basis with the Business Office. This position operates within a collaborative and team-focused environment and will assist with miscellaneous data entry and other duties as requested in support of the Division of Advancement's mission.

Description of Duties and Responsibilities:

Essential Functions

1. Organizes donations by proper donor, source, and fund. Enters gifts into the Raiser's Edge database system; runs reports on varied intervals; updates donor records; completes, distributes and files donor intent forms; and processes and mails receipts.
2. Performs monthly financial reconciliation in collaboration with the Business Office.
3. Oversees the process of electronic backup of gift and pledge documentation materials.
4. Maintains Division's filing system.
5. Coordinates and manages the matching gift process.
6. Manages pledges and sends monthly pledge reminders.
7. Coordinates constituent biographical, event attendance, employment details, and other miscellaneous data enhancements in the Raiser's Edge database.
8. Utilizes the import function of the Raiser's Edge database to make global database enhancements. Ensures data integrity and accuracy of information.
9. Proactively identifies and institutes industry best practices through on-going training and professional networking to support programmatic integrity and growth.
10. Manages the Division's database reporting needs to include modifying existing and creating new reports, queries, and exports.
11. Attends weekly and monthly meetings as required.
12. Assists with routine Division procedures such as composing letters, reports, and answering the office telephone.
13. Performs other essential duties and tasks as required.

Marginal Functions

1. Maintains some flexibility to respond to other assignments as determined by Divisional Leadership.

Required Knowledge, Skills and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Advanced computer skills, especially word processing and data entry.
3. Working knowledge of computer software and database systems.
4. Ability to prioritize tasks and work independently with initiative.
5. Must respect and maintain the confidentiality of information.
6. Must be organized, analytical, accurate, and detail-oriented.
7. Ability to interact effectively with faculty, staff, administration, and a wide range of College constituencies.
8. Eager to contribute to a collaborative team environment and work respectfully with members of the Division and College Community.
9. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
10. Ability to orally communicate effectively with others, with or without the use of an interpreter.
11. Willingness and ability to attend College events at various hours as required.

Qualification Standards:

Education/Experience: High school diploma; experience and familiarity with Blackbaud's Raiser's Edge NXT is preferred.

Licenses: Valid driver's license with approval from insurance provider.

Other Considerations: Hiring process includes, e.g., a criminal history background search. This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.