



Position: Director of Advancement Services
Department: Advancement Office

Spring Hill College is a four-year Jesuit Catholic college located at 4000 Dauphin Street, in Mobile, Alabama. Spring Hill College is located in one of Mobile's safest neighborhoods, bordered by Dauphin Street to the south, and Old Shell Road to the north. Portier Lane and the Avenue of the Oaks are two public streets that are on Spring Hill College's campus. The main campus rests on a 381-acre site consisting of eleven residence halls that can house up to 1180 residents, a student center that houses a dining, spirit store and campus life offices, an athletic center, a theater, a library, two chapels, classrooms, athletic fields, an 18-hole golf course, and several other buildings.

Spring Hill College's Department of Advancement plays a vital role in supporting the college's mission by overseeing the day-to-day operations of the Advancement Services within the Advancement Office. This department works to foster relationships with alumni, donors, and other stakeholders, ensuring that the college's initiatives and programs continue to thrive. Through collaboration, both the Department of Public Safety and the Department of Advancement contribute to the well-being and success of the Spring Hill College community

Position Summary:

This position reports to the Executive Director of Advancement and is responsible for overseeing the day-to-day operations and functions of the Advancement Services within the Advancement Office. The role includes supervising the Advancement Services Coordinator and Database Coordinator, ensuring efficient and effective management of the department's activities.

Essential Functions:

- Provide leadership and administrative oversight in the evaluation, planning, implementation, and continuous improvement of operations, functions, and resources within Advancement Services.
- Serve as the Advancement's database manager, ensuring effective data-driven strategies and tactics are in place, including:
- 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 direct mail campaigns, event invitations/registrations, and stewardship outreach.
- Overseeing timely and accurate gift receipt and acknowledgment to donors.
- Managing the monthly distribution of gift reports and quarterly pledge reminders.
- Maintaining a catalog of available reports within the Advancement database and ensuring fulfillment of internal and external data requests.
- Optimizing database functionality by staying updated on database upgrades and enhancements.
- Establishing and implementing best practices in data management for prospect management, donor relations, and legacy gifts. Managing and monitoring the prospect management process.
- Providing guidance to staff on the proper use of database functionality and ensuring staff receive appropriate support and training to effectively carry out their roles.
- Ensuring compliance with IRS regulations, FASB regulations, CASE guidelines, and Spring Hill College's policies and procedures.
- Supervise and assess the performance of employees within Advancement Services.
- Perform other duties as assigned.

Required knowledge, skills and abilities:



- 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.
- Ability to recognize the dignity of every individual without any form of discrimination or harassment, treating all with care and respect while valuing our differences.
- Ability to establish and maintain effective working relationships with others.
- Strong analytical and organizational skills; sharp attention to detail.
- Proficiency with database management systems and report writing. 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.
- 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.

Minimum Qualifications:

- Bachelor's degree in an appropriate area of specialization with 3 years of relevant experience in Advancement/Development.
- Equivalent or similar experience in a related work environment may be considered as a substitute for the required degree.

Preferred Qualifications:

- Bachelor's degree in an appropriate area of specialization with 3-5 years of experience working in Advancement/Development, preferably in higher education or a nonprofit organization.

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. Spring Hill College is an Equal Opportunity Employer.

To apply, please submit a cover letter and resume to: Brittany Ramsey at bramsey@shc.edu