



Position: Director of Operations and Campaigns
Department: Advancement

Position Summary:

Spring Hill College seeks an experienced, strategic, and detail-oriented Director of Operations and Campaigns to provide leadership for advancement operations and oversee the planning and execution of the College's comprehensive fundraising campaign. Reporting directly to the Executive Director of Advancement, this position serves as the operational leader for the division, ensuring efficient systems, processes, reporting, and donor stewardship while coordinating all aspects of campaign planning, implementation, and tracking.

The Director of Operations and Campaigns will oversee advancement services functions, prospect research, campaign analytics, donor database management, gift processing, and campaign operations. This individual will work closely with advancement staff, senior leadership, and campaign volunteers to establish and maintain the infrastructure necessary to support fundraising success and advance the mission of Spring Hill College.

Essential Functions:

- Provide leadership and oversight for the day-to-day operational functions of the Advancement Office.
- Develop and maintain systems, processes, and procedures that support fundraising, stewardship, alumni engagement, and campaign initiatives.
- Ensure data integrity, accuracy, and consistency within the constituent relationship management (CRM) system.
- Oversee gift processing, pledge administration, donor record management, and reporting functions.
- Serve as the primary coordinator operations coordinator for the College's comprehensive fundraising campaign- including managing campaign timelines, benchmarks, policies, and reporting systems.
- Lead prospect research efforts, including identification, qualification, wealth screening, and donor analysis.
- Develop and maintain campaign prospect pipelines and fundraising portfolios.
- Utilize data analytics to identify opportunities for increased philanthropic support.
- Supervisory responsibilities.

Required Knowledge, Skills, Abilities:

- Demonstrated experience managing complex projects and multiple priorities.
- Experience with fundraising databases, CRM systems, and reporting tools.
- Strong analytical, organizational, and project management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- 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.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.

Qualification Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited institution
- Five to seven years of progressively responsible experience in advancement services, fundraising operations, campaign management, prospect research, or related fields.

Preferred Qualifications:

- Proficiency with Blackbaud Raiser's Edge
- Experience working at a Jesuit, Catholic, or mission driven institution.

Resume submissions can be sent to bramsey@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
