



Job Title	Director Advancement Services	Job Code	AV0216
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Advancement Services

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Advancement Services Professionals are responsible for gathering, organizing, managing and disseminating information to ensure the sound and effective advancement and overall business decisions of not-for-profit organizations. Usually includes Information Technology, Records, Gifts Administration and Gift Processing.

Job Summary

Responsible for overseeing the day to day functions as well as the overall direction and management of the Records and Gifts Department which is responsible for the management of the gift processing, pledge management, matching gifts, event registration and biographical/demographic records. This position directs the established goals of the Records and Gifts Department such as, but not limited to, data and gift processing procedures including storage of information in the database.

Representative Duties

1.
 - Responsible for the development and implementation of new and existing policies for the overall direction and management of the Records and Gifts Department Sets standards and establishes accountability mechanisms
 - Coaches, trains, and develops staff; enforces policies and procedures; and reviews data outputs and integrity reports in partnership with the Director of IT and Director of Prospect Development
 - Creates and manages an annual budget and advises leadership of specific needs relative to the Records and Gifts department and Advancement
 - Manages the matching gift program
 - Builds complex queries for daily use and senior leadership decision making and executes complex giving summaries for senior leadership for our top donors

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.