



Open Date:
01/17/2023
Close Date:
Until filled

DIRECTOR OF ADVANCEMENT AND DONOR SERVICES

UNIVERSITY OF ADVANCEMENT

Description: The Director of Advancement and Donor Services is responsible for the management and oversight of the following major areas within Advancement—Donor Relations, Research, Gift Accounting, and Prospect Strategy. The Director will serve as the primary liaison for gift and donor records, gift accounting, and implementing an institution-wide comprehensive donor relations and stewardship program. Reporting to the Vice President for University Advancement, the Director will oversee an Advancement Associate (Stewardship and Scholarship Coordinator) to ensure the overall management of all strategic planning and procedures involving advancement gift processing, biographical and financial records maintenance and reconciliations, donor relations and stewardship, data oversight, quality control, and strategic reporting. Additionally, The Director will drive operational metrics and reporting throughout the department to ensure disciplined approach to goals.

Minimum Requirements: Bachelor's degree required. A minimum of 5 to 7 years of experience within a non-profit/higher education environment or related field. Raiser's Edge or CRM equivalent and Donor Relations Experience. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Knowledge, Skills and Abilities: Applicant must have demonstrated experience in CRM system management and integration and use of related software programs in support of gift processing, constituent record keeping, prospect management, metric implementation and moves management. Strategic planning, business management, organizational development, written and oral communication skills and creative solicitation skills must be evident.

Hire Range: \$60,000- \$65,000

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include occasional nights and weekends

Class Code: AH40 – **State Title:** Program Coordinator II

Position #: 000000 – **Band:** 06

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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