

# 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

**View Lander's  
Fringe  
Benefits**

Search openings at [careers.sc.gov](https://careers.sc.gov)



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



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.

[AA](#) / [EOE](#) / [ADA](#) / [TITLE IX](#)