Position: Director of Advancement Services

Location: Montreat, NC

Application Deadline: Open Until Filled

Start Date: Spring 2015

Summary:

The Director of Advancement Services provides leadership and strategic management of donor information to support the College's fundraising and communication to external constituents. Qualified applicant will have a minimum of three years of experience using Blackbaud’s Raiser’s Edge (or comparable Banner, Donor 2, etc.) software to manage the College’s donor database. The director is responsible for the day-to-day operations within the Advancement Office including regular reporting on giving, prospect research, gift processing, and support for alumni relations, events, and donor stewardship. The director will report to the Vice President for Advancement. This is exempt position receives the College's approved benefit package.

Duties/Responsibilities:

- Demonstrate and articulate a personal Christian faith in Jesus Christ
- Exemplify and articulate the Montreat College mission, vision, and values
- Bachelor’s degree with 3-5 years administrative/leadership experience
- Demonstrated skills in technology – Raiser’s Edge (or similar software), Foundation Search (or similar service), Microsoft Excel and Word, etc.
- Ability to provide accurate reporting with firm grasp of how to manipulate and analyze data to inform fundraising strategies
- Ability to work independently without close supervision
- Demonstrated organizational skills and attention to detail
- Excellent written and oral communication skills
- Committed to strong customer service and to enhancing a culture of excellence
- Display a creative approach to problem solving
- Working knowledge of financial accounting
• Excellent interpersonal skills used in working with donors and colleagues within the Advancement Office, Business Office, Financial Aid Office, and other College departments
• Proven ability to maintain high level of professionalism and confidentiality
• Comfortable as an active team member in a highly relational and goal-oriented environment
• Able to adapt schedule to changing job demands. Specific Responsibilities: Gift Processing
• Oversight of gift entry process, thanking donors accurately and in a timely manner; send general ledger integration files to Business Office and maintain monthly balancing of all gift income
• Manage the day-to-day processing and administration of major cash and non-cash gifts, matching gifts and planned gifts
• Maintain an accurate pledge reporting system for past and future years and send biannual pledge reminders

Reporting:

• Manage and maintain all files for audit purposes; create audit reports
• Ensure timely, accurate reporting on a weekly, monthly, quarterly and annual basis
• Manage annual endowment reports, endowment custodian status, and all relevant documentation
• Exhibit mastery in data queries and manipulation of raw data by exporting/importing to create custom reports
• Oversee and develop guest lists and mailing lists for events and communication with donors, alumni, and prospects

Database Integrity:

• Execute gift policy guidelines and Advancement Office protocols/procedures to ensure data integrity
• Oversee endowed and temporarily restricted scholarship funds, working with Financial Aid Office to set up new scholarships, keep fund records up-to-date, and communicate with custodians about fund totals and student scholarship recipients
• Work with other departments as needed to ensure data integrity with regard to donor and alumni records
• Engage student worker to complete support work necessary to accomplish daily/weekly tasks

Development and Research:
○ Manage the workflow to maintain a proper moves management process; work with gift officers on progress against goals, portfolio management, personal contacts, and proposal tracking
○ Perform donor prospect research, data mining, and analysis of new and/or existing information sources to sustain a robust pipeline of prospective donors
○ Assist Director of Annual Giving in developing plans for identifying and stewarding funding sources through grants from corporations and foundations for annual fund and institutional initiatives
○ Meet the information needs of the Advancement staff and president

Application Requirements:

The position will remain open until filled. Candidates are requested to submit the following application materials:

○ Resume with cover letter
○ Personal faith statement
○ Three professional letters of recommendation

Application materials may be sent to:

Joe Kirkland, Senior Vice President for Advancement
Montreat College
P.O. Box 1267
Montreat, NC 28757

or email to jkirkland@montreat.edu.