

POSITION ANNOUNCEMENT

Bethany College
Lindsborg, Kansas

Director of Advancement Services

REPORTING RELATIONSHIP

Vice President for Advancement

POSITIONS REPORTING TO THIS POSITION

Gift Recorder
Student Workers

FLSA STATUS:

Administrative, exempt position

PURPOSE

Oversees information management for the Advancement Office and provides supervision to the Gift Recorder. Conducts prospect and donor research; organizes and maintains prospect and donor information.

ESSENTIAL DUTIES

1. Maintain working relationship with Associated Colleges of Central Kansas staff while working with entire Advancement staff to identify and meet needs by continually exploring solutions and opportunities available through Jenzabar and by networking with other Jenzabar users, on and off campus, and with other Advancement Services professionals.
2. Supervise daily gift recording and monitor acknowledgment processes for accuracy and timeliness. Track gifts and inform college staff of specific gifts as appropriate. Ensure that the college complies with the donor's original intentions. Monitor compliance with CASE reporting standards.
3. Supervise the preparation of all external and internal reports setting deadlines and monitoring progress, especially the annual report, Honor Roll of Donors, and VSE report.
4. Coordinate responses to requests from campus community for alumni reports, information, and labels.
5. Work with Advancement team to process all mailings, maintaining a calendar of ongoing disk requests for mailings to be outsourced, acting as the primary contact for Mail house list preparation and submission, or preparing in-house letters and run Jenzabar CX letters.
6. Research database and use prospect research search engines to find potential donors. Provide information regarding alumni when development staff visit a particular area and prepare reports on donors and present to Advancement team as needed or requested.
7. Provide monthly report to Vice President regarding donations received and contacts made.
8. Coordinate moves management process. Track major prospects major prospects, receive all contact reports, and enter contact code and comments in Jenzabar CX system and in hard copy file. Schedule and convene monthly moves management meetings.
9. Serve as contact person for alumni directory project, supervising input of information received.
10. Work with Financial Aid office to establish and maintain links to recipient information. Assist with special alumni and advancement events and campaigns as needed. Help establish and maintain relationships with special donors and constituencies as assigned.
11. Perform other duties that may be assigned.

Performance Standards:

1. Meets objectives in a timely and effective manner and strives to fulfill unit objectives and the college's strategic agenda.
2. Exhibits necessary level of knowledge and expertise and effectively supervises assigned staff.

3. Provides effective team leadership and coordinates effectively with other college departments/employees.
4. Strives for excellence in performance of responsibilities and in meeting needs of clients/students served.
5. Knows and observes college and departmental policies, guidelines and procedures.

Qualifications

1. Related Bachelor's or Associate's degree, plus at least two years of responsible related experience.
2. Strong background in computers, information systems, and research. Evidence of management experience in related activities.
3. Ability to develop new systems and databases as required.
4. Ability to research and propose approaches to prospective donors.
5. Demonstrated organizational ability and ability to lead and supervise staff to achieve effective operations and provide necessary services.
6. Evidence of ability to work effectively as a team member toward common goals.
7. Knowledge of emerging technologies and conceptual/theoretical ideas related to the profession.
8. Experience using Jenzabar CX database highly desirable.

CONFIDENTIAL

High Confidential nature

OVERTIME AND TRAVEL

Required

POSITION REQUIREMENTS

Twelve month, full time, exempt position.

APPLICATION

The initial application should include a cover letter, resume, a statement of philosophy within the context of our mission statement (located on www.bethanylb.edu) and names, addresses, and phone numbers of three references and be submitted to:

mattisonj@bethanylb.edu

or

Jo Ann Mattison
Human Resources
Bethany College
335 E. Swensson
Lindsborg, KS 67456
(785) 227-3380 x8115
(785) 227-2004 (fax)

Application review begins immediately and will continue until the position is filled. (Posted 7/14/10)

Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. Come live the Bethany College experience! AA/EOE