



## JOB DESCRIPTION

**TITLE:** Director of Advancement Services

**DEPARTMENT:** Advancement Office

**REPORTS TO:** Vice President for Advancement

**FLSA:** Exempt

**SALARY:** \$67,725 - \$73,000

### POSITION SUMMARY:

The Office of University Advancement carries out the major fundraising efforts of the University. The Director of Advancement Services works in concert with the Vice President for Institutional Advancement to set strategic goals for the division, including campaign planning and revenue projections. The position maintains a portfolio of major gift prospects to cultivate and solicit, interacts with the University President, and supports the Vice President for Advancement in their principal gift activities. This position oversees the annual fund, alumni affairs and support staff within the division. This position requires the ability to act independently and with sound judgment to manage the development, accuracy and comprehensiveness of the donor databases and donor/prospect management processes and systems in addition to the personnel and budget resources of the office.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Develop, implement, and provide effective project management for projects related to fundraising activity, prospect research, data management and integrity, donor fulfillment and stewardship, revenue projections, budget management, and other campus-wide workflow processes as needed. Project teams may consist of Advancement Office staff as well as staff/faculty from across campus.
2. Direct the Annual Fund campaign to include donor acquisition, donor renewal and retention activities.
3. Manage a portfolio of 50-75 donors and prospective donors. Represents Heritage University as needed to external audiences.
4. Generate revenue projections (to include both gift activity and cash flow projections). Assists with developing individual fundraising goals and performance metrics for development staff.
5. Serve as staff support to the Advancement Committee of the Board of Directors. Attend board and committee meetings as necessary.
6. Coordinate and prioritize daily gift processing activities (including entry and gift acknowledgement) and ensure accurate processing of cash, checks, credit cards (including online gifts), stock gifts, gifts in kind, payroll deductions and other gifts. Records donor pledges in RE and process pledge payments.
7. Update biographical data in Raisers Edge as provided by constituent payment info, correspondence or other sources. Actively search for updated information. Ensure reconciliation with Raiser's Edge information.
8. Generate mailing lists in support of fundraising efforts and newsletter distribution. Manage responses to online inquiries. Assist in answering telephone inquiries and general emails.
9. Participate in Annual Scholarship Dinner, which includes but is not limited to: welcoming and registering guests, assisting with set up and clean up, processing payments the night of the event and reconciling payments after the event.

10. Manage the development, maintenance, and adherence to Advancement Office policies and procedures for gift acceptance and receipting (in accordance with IRS and CASE standards), database management, records retention and other office business.
11. Direct and oversee support staff and work study students to include daily administrative functions as well as data entry and maintenance of comprehensive and accurate fundraising databases (Raiser's Edge).
12. Facilitate access to and provide training on the University's fundraising database Raiser's Edge.
13. Manage the division in the absence of the Vice President.
14. Serve as the campus internal relations officer on behalf of the Advancement Office to maintain a service-oriented delivery structure to campus stakeholders.
15. Represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
16. Uphold the Heritage University Mission Statement.
17. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
18. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**A. Knowledge:**

- Bachelor's degree required, master's degree preferred.
- 7-10 years of developing and managing projects involving multiple teams with at least 3-5 years developing, managing, and interpreting analytics in high performance non-profit fundraising, corporate giving or foundation setting.
- 3-5 years of data entry in database software (preferably relational databases) preferred.

**B. Skills:**

- Strong interpersonal communication skills using tact, patience and courtesy.
- Able to balance multiple priorities and deadlines
- Experience with Raiser's Edge and/or Researcher Point is preferred.
- Able to follow through independently and with discretion.
- Excellent writing and communication skills.
- Sensitivity to working in a multicultural setting is imperative.
- Must be able to lead and mentor the professional development of others.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.*