



Assistant Director of Advancement Services

Job Purpose: A key stakeholder in the accuracy, integrity, maintenance and security of all advancement data and in the compliance with CASE, FASB, IRS and University policies. Must be knowledgeable of all positions in Advancement Services. Functions as Director in the absence of the Director. Will be given increasing responsibilities in anticipation of expected progression to the position of Director.

Required Education: Bachelor's degree in data management or relevant field.

Required Experience: Minimum of three years of progressive experience in data management in a fundraising environment.

Knowledge, Skills, and Abilities:

- Must possess research, analytical and critical thinking skills and have the ability to compile and interpret data and prepare reports and correspondence.
- Requires excellent problem solving skills that demonstrate a range of other competencies such as logic, creativity, resilience, imagination, lateral thinking and determination.
- Skilled in strong oral and written communication to express ideas effectively in oral and written form; skills must include proofreading, editing and report writing abilities.
- Ability to apply leadership and analytical thought process to decision making.
- Must possess the soft skills to be able to engage with trustees, university leadership, donors and prospective donors both in person and virtually.
- Working knowledge of CASE and IRS requirements for fundraising.
- Knowledge of and experience working with Blackbaud software products including Raiser's Edge, RE NXT, and NetCommunity.

Essential Functions:

- Responsible for the collection, compilation and evaluation of data to provide analyses of results to support fundraising at the university.
- Oversees the day-to-day operations of Advancement Services including performing and training others in the timely and accurate recording of all gifts, event registrations and alumni, parent and donor data in the Raiser's Edge database (approximately 16,000 annual transactions).
- Reviews systems regularly to identify problems, extract supporting data, and deliver and implement workable solutions.
- Manages the development, location, organization and maintenance of data elements in Raiser's Edge to boost data integration for greater business intelligence.
- Performs data analysis by cleaning, transforming, and modeling data to extract useful information for decision making and strategic planning; segments the database for more effective fundraising solicitations.
- Collaborates with annual fund, alumni services, major gift, and stewardship colleagues to establish an annual schedule of data needs to support their initiatives to ensure that all fundraising, friendraising and stewardship initiatives are done both timely and accurately.
- Builds, reviews, and executes regular and ad hoc reports, both gift and biographical, and responds to ad hoc requests for lists and information.
- Fulfills various objectives of University Advancement, by supplying information for or assisting with fundraising efforts such as the Bonathon, or friendraising efforts such as Alumni Reunions.

To apply, please email a cover letter, resume, and contact information for three (3) references to hr@sbu.edu

St. Bonaventure University is located in the scenic enchanted mountain region in Western New York, approximately 75 miles south of Buffalo NY. St. Bonaventure is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.