



**TOUGALOO COLLEGE**  
**Tougaloo, MS 39174**

## **NOTICE OF JOB OPENING**

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### **Director of Advancement Services/Special Projects Coordinator**

#### **Position Summary:**

The Director of Advancement Services/Special Projects Coordinator serves as the lead administrator for the Jenzabar fundraising database management system for Institutional Advancement. S/He is responsible for entering and maintaining data in the Jenzabar gift information system and auditing the integrity of the data. This includes the accuracy of the daily gift processing, and receipt of the College's gift checks and in-kind gifts. S/He is responsible for retrieving and batching web credit card gifts into a report in preparation for gift entry. S/He will interface with the Office of Finance and Administration and other designated office to ensure the effective integration of Jenzabar. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under stress to meet competing deadlines. This position requires travel, including overnight, working irregular hours including weekends as needed.

#### **Responsibilities:**

- Supervises Advancement Services staff: Ensure that (1) gifts are recorded accurately; (2) data base is updated on an on-going basis; (3) acknowledgement letters and receipts are prepared for signatures in a timely manner; (4) reports of giving prepared and submitted to designated persons as scheduled; (5) effective donor recognition and stewardship activities occur on an ongoing basis.
- Collects daily donations and manage gift analysis and entry procedure and process daily gift batches in a timely and accurate fashion to adhere to Institutional Advancement's policies.
- Coordinates and process data analysis and entry projects; operate and maintain a computer and database system; enter donations into the computer, maintain database integrity and gift lists; adhere to system operations.
- Analyzes gifts to determine appropriate campaigns, funds, appeals for each gift to be processed; select appropriate calling officer to write acknowledgement letter based on the above criteria and the source of the gift.
- Serves as lead for Jenzabar/InfoMaker, and coordinates database system training sessions for staff on a quarterly basis.
- Develops database policies and procedures, as needed.
- Implements, monitors and tracks MobileCause online and event fundraising platform. Sets up online giving and event campaigns and track and produce reports of annual giving, major giving and sponsorships received.

- Assists the Office of Finance in balancing gift accounts, monthly reconciliation of gift transactions for campaigns, scholarships, and endowments and by researching and submitting paperwork as needed.
- Works with Office of Communications to make updates and changes to website as needed.
- Manages and reports on tribute notifications for gifts made in honor or memory.
- Adds new constituent records to the database, cleans and dedupes records and adjusts gift transactions as needed.
- Produces and edits gift reports that facilitate the achievement and analysis of all fundraising and constituent relations goals.
- Produces targeted mailing lists for communications, solicitations, invitations, etc. for development staff and for other constituents college-wide.
- Identifies data issues and work with appropriate staff to resolve issues.
- Prepares data and responds to national surveys (e.g., Voluntary Support of Education (VSE) survey).
- Researches and develops policies in compliance with IRS and CRA regulations to ensure accurate receipting of gifts.
- Provides fiscal reporting and monitor gift transactions to ensure compliance with internal business rules and financial reporting, as well as relevant IRS regulations and CASE best practices.
- Trains new and support existing staff on gift processing procedures
- Delivers excellent customer service through responsiveness to donors and prospect inquiries; ensures timely responses to all inquiries and requests from or concerning major donors.
- Train, supervise and manage student staff, when appropriate and necessary.
- Creates, edits, disseminates, and maintains tax receipts.

### **Required Experience/Knowledge/Skills:**

This position requires at least 2 years of relevant experience in fundraising/development; 3 years office experience with word processing, spreadsheets, and databases; and experience using Jenzabar/InfoMaker, and other fundraising software. Previous public relations, donor relations, event management and/or related managerial experience helpful. Candidate must be highly detail oriented with a critical degree of accuracy regarding data entry and analysis; excellent computer skills, including experience with Outlook, Microsoft Office and Excel; ability to comprehend a complex database with highly detailed policies and procedures; good interpersonal and organizational skills; ability to prioritize work and to perform multiple tasks simultaneously while adhering to deadlines; good problem-solving and analytical skills; ability to take responsibility, to work well as a team member and to work independently; ability to understand and follow directions and complex policies and procedures, ability to deal with confidential data. A highly energetic and enthusiastic personality, with excellent interpersonal, problem-solving, and time-management skills; work closely with prospect research on the recording and monitoring of gift processing and the maintenance of accurate alumni records in the database; and support the overall goals of Advancement by providing assistance with events and activities of others in the department as the needs arise.

Date of Position Opening:

Application Deadline:

Until position filled

Salary:

Commensurate with experience

Job Listings:

<https://www.tougaloo.edu/about-tougaloo-college/jobs>

**\*\*Email App/Resume/Cover Letter to:**

**TougalooCareers@tougaloo.edu**

Physical Address:

Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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