



# TOUGALOO COLLEGE

Tougaloo, MS 39174

## NOTICE OF JOB OPENING

### Advancement Services Specialist

#### Position Summary:

The Advancement Services Specialist will serve as the lead administrator for the Jenzabar fundraising database management system for Institutional Advancement. Employee 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 daily gift processing, receipting of the College's gift checks and in-kind gifts. Employee is responsible for retrieving and batching credit card gifts into a report in preparation for gift entry. Employee will interface with the Office of Finance and Administration and other designated offices to ensure the effective integration of Jenzabar. Employee must be able to work independently, manage multiple responsibilities, and possess the ability to meet competing deadlines. This position may require travel and working irregular hours, including weekends, as needed.

#### Essential Responsibilities:

- Ensure gifts are recorded accurately, the database is updated on an ongoing basis, acknowledgement letters and receipts are prepared for signatures in a timely manner, reports of giving are prepared and submitted to designated persons as scheduled, and prospect research is conducted for Moves Management meetings.
- Collect daily gifts, input and manage gifts based on donor designation, and ensure gift entries are batched in a timely and accurate fashion in accordance with Institutional Advancement's policies and processes.
- Manage timely recording, processing, and acknowledgements of gifts, prepare, edit, print, and mail acknowledgement letters, research database, and prepare giving histories, reports, and other advancement services functions, as needed.
- Coordinate and process data analysis and entry projects for the Jenzabar database system and analyze gifts to determine appropriate campaigns, funds, and appeals for each gift to be processed.
- Provide fiscal reporting and monitor gift transactions to ensure compliance with internal business rules and financial reporting, collect and extract data from Jenzabar, and submit divisional Title III data reports on a quarterly basis.
- Manage and report on tribute notifications for gifts made in honor or memory, add new constituent records to the data college wide and dedupes records and adjusts gift transactions, as needed, produce and edit gift reports that facilitate the achievement and analysis of all fundraising and constituent relations goals, produce targeted mailing lists for communications, solicitations, invitations, etc. other constituent reports needed college-wide.
- Provide 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.

#### Required Experience/Knowledge/Skills:

- Bachelor's degree or master's degree preferred in Accounting, Business Administration, with a minimum of three years of experience, preferably in higher education or nonprofit environment, with a record of success in receiving gifts and/or financial accounting
- Experience with word processing, spreadsheets, pivot tables, and using Jenzabar/Infomaker

- Highly energetic and enthusiastic personality with excellent interpersonal, problem-solving, organization, and time-management skills; work closely with the Development team by providing prospect research reports and data.
- Ability to comprehend a complex database with highly detailed policies and procedures; prioritize work and perform multiple tasks simultaneously while adhering to deadlines; take responsibility; and work with team members and/or work independently.
- 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 deal with confidential data and information.
- Support the overall goals of Advancement by attending and providing assistance at events and activities within the division or other department, as needed.

**Date of Position Opening:** March 27, 2026  
**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](mailto: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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