



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Director of Advancement Services

Position Summary: The Director of Advancement Services will serve 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 daily gift processing, receipting of the College's gift checks and in-kind gifts. S/He is responsible for retrieving and batching 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 meet competing deadlines. This position may require travel and working irregular hours including weekends, as needed.

A cover letter, vita, and application are required to apply for this position.

Duties:

- Supervise Advancement Services staff and ensure that (1) gifts are recorded accurately; (2) database 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) 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.
- Coordinate and process data analysis and entry projects for Jenzabar database system; enter donations in Jenzabar, maintain database integrity and gift lists and adhere to database operations.
- Analyze 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.
- Serve as lead for Jenzabar/Infomaker and coordinates database system training sessions for staff on a quarterly basis.
- Develop policies and procedures and ensure the written policies are updated in the Divisional Policies and Procedures Manual.
- Assist the Vice President in the development of data reports and data graphics/charts for Board of Trustee reports.
- Collect and extract data from Jenzabar and submit divisional Title III data reports on a quarterly basis.
- Implement, monitor and track MobileCause online and event fundraising platform. Sets up online giving and event campaigns, track and report annual giving, major giving and sponsorships received.
- Assist the Office of Finance and Administration in balancing gift accounts, monthly reconciliation of gift transactions and bank statements for campaigns, scholarships, and endowments by researching and submitting paperwork as needed.
- Manage and report on tribute notifications for gifts made in honor or memory.
- Add new constituent records to the database, cleans 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.
- Identify data issues and work with appropriate staff to resolve issues.
- Prepare data and responds to national surveys (e.g., Voluntary Support of Education (VSE) survey.
- Research and develop policies in compliance with IRS and CRA regulations to ensure accurate receipting of gifts.
- 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.
- Train new and support existing staff on gift processing procedures.
- Deliver excellent customer service through responsiveness to donors and prospect inquires. Ensure timely responses to all inquiries and requests from or concerning donors.
- Train, supervise and manage student staff, when appropriate.
- Create, update, disseminate and maintain tax receipts.
- All other duties assigned.

Required Knowledge, Skills, and Abilities:

- 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 to 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: September 14, 2022

Application Deadline: Until position filled

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

Email App/Resume/Cover Letter to: TougalooCareers@tougaloo.edu

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

Fax Documents to:

(601) 977-7866

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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