

DIRECTOR OF DONOR SERVICES

UNIVERSITY ADVANCEMENT

Description: The Director of Donor Services serves as a key member of the University Advancement team by supporting a comprehensive fundraising and alumni engagement program through gift processing, database integrity, reporting, data analysis, system enhancements, prospect management and research, and donor relations. The incumbent will work with the Advancement team to increase fundraising productivity; direct the accounting and receipting for all gifts; conduct studies and prepare reports concerning alumni/development programs; and organize donor recognition activities.

Minimum Requirements: Bachelor's degree and five to seven years of work in a non-profit/higher education environment or a related field; or a combination of education and experience. Valid driver's license and safe driving history are required. Must have excellent customer service skills and demonstrate strong ethics. A valid driver's license and safe driving history required.

Preferred Requirements: Master's degree preferred.

Knowledge, Skills and Abilities: Entrepreneurial spirit, positive attitude, and energy to implement new strategies and meet ambitious goals. Advanced knowledge and/or prior use of Raiser's Edge or CRM or database equivalent. Ability to evaluate existing programs and recommend new processes, policies, or procedures. Capacity to develop queries and to derive summarized, filtered data for output, export, or reports to support organizational needs. Ability to establish positive working relationships with others and train staff in the utilization and optimization of the database. Capacity to develop appropriate controls to main data integrity and efficacy and ensure system is secure, reliable, and performant.

Hire Range: \$63,000- \$ 73,000annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: AM43 – **State Title:** Database Administrator II **Band:** 07

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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