

ASSISTANT DIRECTOR OF ADVANCEMENT SERVICES

Department: Office of Advancement

Reports To: Director of Advancement Services

Position Summary: This position is responsible for overall database management, prospect research, and reporting in support of the Office of Advancement. The assistant director assures data integrity and meets research needs for major gifts, annual giving, and alumni relations teams.

Essential Responsibilities:

Database Management

1. Organize and maintain constituent records and data within the Advancement database accurately and in a timely manner. Perform audits and ensure integrity of database.
2. Provide support for Major Gift Officers in relation to donor and alumni tracking and management issues.
3. Work closely with the Annual Giving Manager and Phonathon Coordinator in relation to the Phonathon and direct mail programs.
4. Have the ability to execute and oversee the gift processing function including the recording, posting, and reporting of gifts, pledges, and pledge payments as backup to Advancement Services Assistant.

Development Research

1. Conduct research on relevant financial and biographical information for various constituents and constituent groups: prospective donors, trustees, and high-level volunteers, and provide analysis of findings to inform cultivation and solicitation strategies.
2. Work with Gift Officers to identify prospects, manage donor portfolios, and fulfill research requests on individuals or groups within their regions.
3. Maintain prospect tracking data and pull reports and analytics within Raiser's Edge.
4. Identify, advocate for and ensure high standards of performance and ethical behavior in the conduct of prospect research at North Park University.

Reporting

1. Extract required information from the database and assist staff in running queries, lists, and reports, and to train staff to run their own frequently used reports.
2. Participate in projects and coordinate data needs and reports related to Advancement and other departments including Admissions, Athletics, and individual academic schools, as well as external agencies (e.g. ATS, VSC).

Essential Qualifications:

- Bachelor's degree required.
- Experience and references demonstrating accuracy and attention to detail including the ability to prioritize and work independently, responsibly, and meet deadlines.
- Well-developed interpersonal skills and written skills.
- Working experience with prospect research or research in an academic or library setting. Creative and flexible research skills with ability to analyze, interpret, summarize, and present information effectively.
- Familiarity with advancement is desirable.
- Ability to apply an ethical code and good judgment, and to handle confidential materials and situations with sensitivity and discretion.
- Advanced knowledge of Windows and Microsoft Office as well as an ability to use electronic databases and conduct sophisticated internet-based research. Raiser's Edge experience strongly preferred.

- Personal commitment to North Park's mission of Christian higher education.

Effective Date: June 2018

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.