

Advancement Services Manager

Hiring Department

The University of Texas Permian Basin's Department of Advancement welcomes applications for the position of Advancement Services Manager

Salary Range

\$60,000.00 depending on qualifications

Essential Functions

Supports the University's mission by overseeing advancement services day-to-day operations which includes database management and data integrity; donor relations, gift processing and stewardship; reporting, records, and list management; and endowment compliance.

- Actively engages in the support of fund-raising and engagement initiatives. Responsible for database management and data integrity. Manage Raiser's Edge Software including data entry, data output and training. Develops procedures to ensure the integrity and security of database information. Process new or updated information into the database as needed.
- Identify, develop, implement, and maintain database policies and procedures as related to all fundraising activities. Documents and regularly updates procedures manual.
- Provides support for comprehensive and special initiative campaigns including tracking next steps, pledge commitments, solicitation strategy management, and reporting.
- Implement donor relations and stewardship programs beneficial to the donor and university including gift receipting, acknowledgements, and recognition.
- Ensure all gift officers have efficient, effective tracking systems to support cultivation and solicitations. Compiles and produces accurate reports and records and is responsible for the upkeep of the donor list management. Produces targeted mailing lists for communications, solicitations, invitations, etc., for Institutional Advancement staff members and other university-wide constituents. Prepare reports such as the Voluntary Support of Education, endowment compliance, and others.
- Work with Prospect Research to extract information from database for reporting and research needs; and to manage the internal systems of prospect identification, cultivation, solicitation, and stewardship, with strong emphasis on major gifts prospect management.

- Ensures compliance with fundraising policies - including endowment agreements. Interfaces with the finance department and general-ledger accounting staff regarding gift entry, gift posting, fund creation, gift restrictions and audit reporting. Including quarterly endowment reports, scholarship creation, and weekly/monthly/quarterly gift reports.

Required Qualifications

- 1) Bachelor's degree
- 2) A minimum of three plus years of relevant experience and/or training, or equivalent combination of education and experience in development services functions and office management experience.
- 3) Advanced computer skills with MS Office (Word, and Excel).
- 4) Excellent skills with Raiser's Edge database program or CRM programs.
- 5) Ability to train and motivate others in use of database and operating procedures.
- 6) Excellent attention to detail and ability to meet deadlines. Highly organized, self-starter with good interpersonal, problem-solving, and analytical skills.
- 7) Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- 8) Ability to analyze and review operational procedures, identify problem areas, and optimize performance through procedural changes.
- 9) Knowledge of fundraising principles and practice and the development process: identification, qualification, cultivation, solicitation, and stewardship.
- 10) Position can be remote with 5%-10% travel to UT Permian Basin throughout the year.

Preferred Qualifications

- 1) Five plus years of relevant experience
- 2) Knowledge of endowments

Additional Information

Required Application Materials

1. Cover Letter
2. Resume
3. List of References
4. Transcripts (Preferred)
5. Letters of Recommendation (Preferred)

Conditions of Employment

1. The job description is not a complete list of all responsibilities and duties performed by employees. Employees may perform other related duties as assigned by their immediate supervisor.

2. Employment is subject to an introductory period to monitor employee performance.
3. Once hired, the prospective employee must present documentation within three (3) days of the hire date to establish their identity and employment eligibility as required by Immigration and Customs Enforcement (ICE). Applicants must be able to show proof of eligibility to work in the United States by time of hire. UTPB participates in e-Verify.
4. Employees must be able and willing to travel and perform duties away from campus as necessary and must be able to operate a licensed motor vehicle, have access to a dependable motor vehicle, and possess a valid state driver's license. Must have and maintain a satisfactory driver's record.
5. Employment is contingent upon a successful background check.
6. UT Permian Basin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Schedule

Generally, the hours for this position are Monday through Thursday, 7:30 - 5:30 pm; Friday, 8:00 am - 12:00 pm with a one-hour lunch. The individual holding this position may need to be available early morning, evening, and on weekends to meet the needs of the department. Hours worked may differ with some departments.

Standard Working Conditions

1. Able to lift various materials up to 25 pounds on an occasional basis.
2. Able to bend, crouch, and reach continuously.
3. Physically able remain seated, frequently to continuously.
4. Able to remain standing up to 15% of the time.
5. Possesses dexterity abilities required to perform job duties including extensive keyboard work, operating office equipment, performing filing, and other job-related responsibilities that include extensive wrist and hand movement.
6. Standard working conditions may differ depending on department and occupation

University Benefits

1. UT Permian Basin offers an excellent compensation package including Health, Retirement, & Fringe Benefits for employees.
2. Coverage includes Medical, Prescriptions, Life Insurance, AD&D, and matching retirement provided by UTPB for the employee.
3. You may also add Dental, Vision, Family, Spending Accounts, Additional Retirement, and a few other coverages as options too.
4. Fringe benefits include Tuition Reimbursement (after one year of service), Wellness Breaks, Employee Assistant Program (EAP), and meal deals, among other perks and discounts!
5. Our benefits package, along with an ample leave policy, make for a great total compensation package.

About the University

The University of Texas Permian Basin is located in Odessa, Texas. It was authorized by the Texas Legislature in 1969 and founded in 1973. The Permian Basin is one of the fastest-growing, culturally vibrant, economically invigorated regions of the country - full of industry, culture, and wide-open spaces. At the academic heart of this area sits The University of Texas Permian Basin - which every year, delivers smart, savvy leaders across the U.S.

As a regional, comprehensive institution, The University of Texas Permian Basin serves a diverse community of students from the region, the state, and beyond. Through excellence in student-centered teaching, learning, research, and public service, the University cultivates engaged citizens and impacts lives while advancing the technology and public interests of West Texas.

Our vision is that the University of Texas Permian Basin will be an innovative, responsive university that thinks large and lives local. We will lead in advancing education, research, economic competitiveness, and cultural enrichment. Visit our social media sites below for more information.

<https://www.linkedin.com/school/university-of-texas-of-the-permian-basin/>

<http://https://www.facebook.com/UTPermianBasin>

<https://www.instagram.com/utpb/>

<https://twitter.com/utpb>

<https://www.youtube.com/utpb>

Thank you for your consideration in today's job market. We look forward to connecting with you more in the future.

To apply, visit <https://apptrkr.com/3925449>

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