Assistant Vice President, Advancement Services (full-time, 35 hours/week)
Advancement Services
Position N/A

**Position Summary:** The Department of Advancement Services, a multi-faceted service provider which maintains an 80,000-record database with address and contact information, records gifts and pledges, and produces labels and other forms of data for mailing and reporting purposes. The Department also provides prospect research and management services to support university development efforts by conducting ethical research on university constituents and other key individuals; analyzing, storing and disseminating prospect data; and coordinating prospect management and tracking.

The Assistant Vice President for Advancement Services directs and integrates all functions in the Department of Advancement Services that are essential to the efficient and effective execution of the university's fundraising, volunteer engagement, and campaign management efforts.

The position serves as a visible leader-manager to evaluate operations, analyze data and information, and recommend solutions to help achieve strategic division and institutional goals. This position will closely collaborate with colleagues in the Schools and Units and alumni relations to ensure that University Advancement resources are used effectively to grow a culture of increased philanthropy and volunteer leadership across the university.

**Essential Responsibilities Include:** Lead and coordinate all activities in the areas of database administration, research and prospect management, gift processing, constituent records, reporting and documentation, and related technology support, ensuring that all systems and business practices effectively support the Office of University advancement and its internal and external constituents. Hire, coach, and manage a team of six. The AVP will have the ability to re-allocate positions or add staff over time in order to improve the efficiency and productivity of the operation. He/she will develop staff competencies and manage budget resources. Analyze current and emerging trends in Advancement Services and provide strategic approaches to improve the university's current and future advancement activities. Develop and implement plans to improve the effectiveness of current systems. This includes software solutions as well as business practices. Ensure adherence to IRS gift policies, acknowledgement data requirements and CASE campaign reporting standards for gift acceptance and reporting. Develop innovative solutions to impediments that hinder the effectiveness of the fundraising operation. Serve as a member of the Advancement Senior leadership team, on the Vice President’s cabinet. As such, participate in decision making that affects the priorities of the division.

**Minimum Qualifications:** A Bachelor’s Degree is required. Master’s Degree preferred. A minimum of four (4) years of demonstrated success in managing a comprehensive University advancement program including overall authority over its database and development of the work policies that govern its use; similar experience with management oversight of the prospect research function (Identifying and research of individuals for the purpose of securing financial investment of university goals). Oversight of all data administration functions within a complex University advancement operation including gift processing and database administration. At least 10 years of experience in in software programming, including management of IT solutions and resources for a complex organization. The position requires comfort and extensive experience with integrating information from diverse sources. Complete proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook; familiarity with Millennium (alumni and donor database software) preferred by not necessary. Excellent proofreading and editing skills; strong interpersonal, written and verbal communication skills are essential; ability to prioritize work and general office procedures. Strong analytical, research, writing and organizational skills; attention to detail, accuracy and the ability to maintain confidentiality. Prior computer experience using Excel or other spreadsheet software and database software is a must. Develop experience working in a University environment is a plus.

**How to apply:** forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position title in subject line of email. Applications close on 3/14/16.