Position Summary: The Division of University Advancement provides leadership in two significant ways that supports the university in fulfilling her mission, aims and goals. The first and primary focus is the engagement of her alumni, parents, students and friends, while the second focus is raising philanthropic support from these constituents. Both foci are necessary, critical and interdependent. The result is then is a stronger university that is positioned to fulfill her annual and on-going priorities.

In addition, the division includes the Department of Advancement Services, a multi-faceted service provider which maintains a 90,000-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 Senior Director for Information Technology will oversee the development of a comprehensive program to support the rapidly growing fundraising operation at the Catholic University of America in preparation for its capital campaign. S/He will oversee the management of the entire advancement database, including all data management and software development applications. The Senior Director will supervise the database analyst and add additional positions in data analytics and reporting for example that will be needed to provide the best business solutions for the division. These applications will include the creation of a comprehensive relationship management system and the data infrastructure, analysis and reports needed to support both the advancement staff and our academic and volunteer partners.

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.

The Senior Director serves as the primary partner to the University’s Enterprise solutions team, working closely with these colleagues to identify and support the IT needs of the University Advancement division

Essential Responsibilities Include: Lead and coordinate all activities in the areas of database administration, 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 IT professionals. The Senior Director 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 IT solutions for Advancement 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. Early focus on gift officer portfolio analysis and analytics as well as reporting and analysis for school based offices will be key priorities. Develop innovative IT solutions to impediments that hinder the effectiveness of the fundraising operation. Build a suite of reports to help advancement and academic leaders manage business intelligence. Create user friendly interfaces that support effective and timely end user data entry and retrieval. Serve as project leader in prospect analytics work with the prospect research team. Guide the team on effective utilization of prospect modeling systems and meaningful use of business intelligence in proactive prospecting work. Partner with the University’s office of Technology Services and specifically with Gurvinder Rekki’s team in Enterprise solutions and manage the University’s Abila (Millenium) IModules Wealth Engine and other external vendor partner relationships. Work with the AVP for Advancement Services and the Vice President and his
cabinet to create data driven solutions that will advance the effectiveness of the division. At the AVP and VPs request, serve on division wide leadership committees. Evaluate and implement efficiencies in data maintenance and gift processing. Establish policies and procedures for use of the advancement database and service standards and practices for reporting and data requests in order to improve service delivery and customer service of the advancement services unit. Serve as a coaching partner to gift officers to support accurate and timely database usage. Recommend innovative short and long term solutions to the Advancement Leadership Team that will contribute to increased efficiency, accuracy and access to meaningful data.

**Minimum Qualifications:** A Bachelor’s Degree, and a minimum of fifteen (15) years of demonstrated experience in IT solutions and applications development required. Demonstrated experience in managing data analytics functions of complex organizations. Experience in developing work policies that govern the use of advancement systems; similar experience with management oversight of a team of IT professionals. Experience with administration functions within a complex University environment including budget oversight and management required. At least ten (10) years of experience 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. Material, demonstrated hand-on experience managing an Enterprise-class Advancement solution, managing relational databases, designing and writing complex reports, and implementing data integrations from multiple sources required. Strong interpersonal and communication skills are essential; ability to prioritize work and general office procedures.

**Preferred Qualification:** Familiarity with Millennium (alumni and donor database software) preferred by not necessary. Experience supporting the IT needs of a Development/advancement operation within a University environment is preferred.

**How to apply:** forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position “Senior Director- IT” in subject line of email. Applications close on 6/27/16.

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