



Corban University
Position Description

ADVANCEMENT SERVICES MANAGER

DEPARTMENT:	Advancement
REPORTS TO:	Director of Development
FLSA STATUS:	Exempt/Full time (40 hours/week)
REVISED:	January 2015

Application process at end of document

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

DEPARTMENT SUMMARY: The core purpose of the Advancement Office is to provide leadership for public relations, fundraising and advocacy for advancing Corban University's vision and mission. This is accomplished through relationship building with donors, alumni, community, and faith leaders by providing points of meaningful engagement with the university for individuals and groups. The staff provides expertise and coordination leadership across functional lines to successfully lead campaigns and other fundraising activities for the whole university.

POSITION SUMMARY: The Advancement Services Manager is responsible for the administration, liaison, training and coordination of the overall technical needs of the Advancement department. A critical member of the advancement team who provides accounting, research and analysis related to department goals and objectives. Oversees and trains student workers.

ESSENTIAL FUNCTIONS:

GIFT PROCESSING AND DONOR STEWARDSHIP

1. Ensure timely and accurate deposit of gifts with the Business Office, record all donations, send acknowledgement letters, and support donor appreciation activities. Reconcile and discrepancies with the Business Office and prepare reports for Auditors when requested.
2. Create, document, and implement procedures to streamline gift processing and receipting.
3. Ensure stewardship and donor mailings are accurate and timely.
4. Monitor monthly donor activity to alert staff when a donation is missed.
5. Support and give direction to gift processing from athletics, student missions and other campus fundraising.
6. Enter, manage, and report outstanding pledges. Perform cancellations and write-offs when directed to.

REPORTING

1. Produce reporting calendar and ensure periodic reporting is accurate and on time.
2. Produce analytic gift reporting for advancement including progress reports, campaign and solicitor reports, segmentation reporting and donor statements.
3. Produce weekly progress reports for donor contact activities.
4. Research potential RE reports to determine value to department. Make recommendations.
5. Research best practices for campaign reporting and make recommendations.
6. Research wealth screening options and provide reporting and recommendations for use.



MANAGE DATABASE INFORMATION

1. Act as the liaison between Information Systems and Advancement to add technology or modify and troubleshoot technical issues.
2. Manage the implementation of new modules or software for the Advancement Office.
3. Schedule and/or provide training for the Advancement Staff to ensure they are maximizing the best use of technology for their roles. This includes RE, NetCommunity, phone apps, etc.
4. Create and maintain a user manual for data entry process, report schedules, standards and decisions that created the standards.
5. Hire, train and oversee student workers for data entry.
6. Assist in developing effective tracking and recording of donor visits for Advancement staff and other donor relationship managers (i.e. President, Athletic Director, Dean of Business etc.)
7. Ensure donor, alumni, student and parent records are kept current.
8. Provide input on standards and procedure decisions; once established ensure they are documented, communicated and adhered to.

MAIL LISTS

1. Create key mailings lists for appeals, the Corban Magazine, event invitations and special requests
2. Support email communication to alumni and donors

ADMINISTRATIVE SUPPORT

1. Provide support for the Vice President for Advancement and the entire Advancement Department.

QUALIFICATIONS

EDUCATION/EXPERIENCE:

1. Bachelor's degree preferred.
2. 3-5 years of work experience with Raiser's Edge.
3. Experience with managing receipting and fundraising/financial reports.
4. Experience and aptitude for developing procedures and functionality using technology; database, reporting, web services and phone apps.
5. Experience in higher education fundraising preferred

WORKING CONDITIONS Traditional office environment. Some travel and weekend/evening work related to donor development and/or training. Events on and off campus during non-business hours will be an aspect of the position.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.



To Apply

Interested candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send or email to:

Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316