



**Position title:** Director of Advancement Services

**Supervisor:** Executive Director

**Classification:** Administrative, exempt, full-time

### **Job Summary:**

Join a dynamic team at the Kutztown University Foundation (KUF) as we celebrate the successful completion of our first comprehensive campaign, Together, We're Golden, which exceeded its \$40M goal. We seek an energetic and committed Director of Advancement Services to supervise staff, operations, and the strategic direction of the advancement services department, serving as a key partner in all areas of the Foundation and University. The Director of Advancement Services reports to the Executive Director and is part of the KUF senior leadership team.

KUF offers competitive compensation and benefits, as well as the opportunity to make transformational changes for tomorrow's leaders. Learn more about the organization and team at [www.kuf.org](http://www.kuf.org).

### **Duties & Responsibilities:**

- Provides supervision, leadership, and administrative oversight in the evaluation, planning, implementation, and improvement of functions, operations, and resources within Advancement Services.
- Supports and supervises all advancement services staff (i.e., those responsible for advancement research and reporting, database management, and the KUF student engagement center).
- Provides strategic direction for prospect research, portfolio optimization, analytics, database management, and data integrity.
- Work closely with KUF business office on gift processing and compliance with IRS regulations, FASB regulations, CASE guidelines, and the policies and procedures of KUF.
- Execute donor gift agreements, planned gift documentation, and pledge forms for development team, ensuring compliance with gift acceptance policies.
- Update gift acceptance policies and gift forms as needed.
- Manage and create KUF fundraising reporting and alumni engagement reporting.
- Oversee KUF submission of CASE Voluntary Support of Education (VSE) and CASE Alumni Engagement Mode annual reports.
- Collaborate with the alumni engagement team to utilize analytics to build the volunteer and engagement pipeline.
- Develop and maintain internal data tracking protocols to foster alumni engagement.
- Partner with KUF communication and business teams to generate donor endowment reports, direct fund reports, and stewardship reports.
- Work closely with the communications team on donor recognition signage, plaques, and programs.
- Provide leadership and collaboration for the development team in the areas of portfolio management and optimization, research, and analytics with the goal of building the donor pipeline for KUF's next comprehensive campaign.
- Utilizing wealth ratings and internal analytics, collaborates with the Director of Philanthropy -Annual Giving and Campus Partnerships for strategic annual solicitations.
- Assists in the preparation of the advancement services department budgets and monthly budget reconciliation reports.
- Assists with facilitating donor events, providing attendee engagement reports, and attending on-campus donor events, including assisting with set-up and tear-down.

- Maintain and negotiate software contracts.
- Other duties as assigned.

**Skills, Professional Background and Abilities Required:**

- Bachelor's Degree.
- 5+ years' experience in a comparable position, with preference for experience in higher-ed fundraising.
- Strong organizational and project management skills.
- Ability to meet deadlines and manage several projects simultaneously.
- Outstanding interpersonal, verbal, and written communication skills.
- Demonstrated creativity and strategic thinking, with the ability to take initiative.
- Comprehensive understanding of standard desktop software applications such as Microsoft Word, Excel, PowerPoint, etc.
- Ability to learn to use Blackbaud Raiser's Edge NXT and preferred web-based online fundraising platforms.
- Engenders a collegial team environment.
- A thorough understanding of the relationship between an institutionally-related foundation and its university is helpful.
- Ability to relate comfortably to donors, alumni, parents, and volunteers, as well as to faculty/staff members, administrators, and other staff.
- Ability to handle sensitive and confidential information.
- Occasional night and weekend work required.

This position will remain open until filled; however, preference will be given to applications received by **September 15, 2023**.

Please submit **cover letter, resume, and salary requirements** to:

Kutztown University Foundation  
Attn: Executive Director  
PO Box 151  
Kutztown, PA 19530  
[employment@kuf.org](mailto:employment@kuf.org)