



Position title: Assistant/Associate Director of Advancement Services

Supervisor: Director of Advancement Services

Classification: Administrative, exempt, full-time

The Kutztown University Foundation is seeking an Assistant/Associate Director of Advancement Services. The Assistant/Associate Director of Advancement Services is the primary administrator of KUF's Blackbaud Raiser's Edge (with NXT integration) alumni and donor database.

Duties & Responsibilities:

- Chief administrator of Raiser's Edge CRM, serving as the primary liaison to the administrators of Financial Edge, NetCommunity, and Blackbaud Guided Fundraising
- Manages quality and integrity of the Raiser's Edge database, including constituent updates, donor and fund updates, data imports and data appends
- Reconciles Raiser's Edge gift entry with Financial Edge gift entry and daily ledger reports, as needed
- Inputs pledge and estate documentation into Raisers' Edge
- Develops and executes queries, exports, lists, reports and additional information as needed
- Responsible for all aspects of the CASE Voluntary Support of Education (VSE) and CASE Global Alumni Engagement Metrics Survey annual reports.
- Assists Director of Advancement Services with data requests from university and internal partners
- Responsible for generating KUF annual report donor recognition levels
- In collaboration with the Director of Advancement Services, Assistant Director of Technical Analyst and Assistant Director of Stewardship, analyzes and implements data best practices for donor, prospect, and alumni engagement purposes; including solicitations, volunteer, experiential and communication data management
- Provides strategic input, utilizing data analysis, to group constituents for solicitation and communication purposes to assist with fundraising and alumni engagement
- Keeps informed of data best practices for Higher Ed fundraising and Raiser's Edge database management
- Provides data support to enhance stewardship and prospect research endeavors
- Works closely with the Assistant Director of Technical Analyst to collaborate on prospect research and update RE and NXT as appropriate
- Assists with gift processing as needed
- Assists Director of Advancement services with gift documentation, including gift agreements, for development team
- Builds collaborative relationships with colleagues and university partners
- Maintains a high level of confidentiality
- Assists where needed in the execution of special events and campaigns
- Other duties as assigned

Skills, Professional Background and Abilities Required:

- Bachelor's Degree.
- 2-5 years' experience in a comparable position, with preference for experience in higher-ed fundraising.
- Strong organizational and project management skills with the established ability to navigate a fast-paced environment featuring multiple assignments and quickly changing priorities.
- Demonstrate the ability to meet deadlines and manage several projects simultaneously.
- Possesses 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.
- Flexible remote/hybrid office schedule available.