

ASSOCIATE DIRECTOR OF DONOR SERVICES

UNIVERSITY ADVANCEMENT

Description: The Associate Director of Donor Services serves as a key member of the University Advancement team by supporting a comprehensive fundraising and alumni engagement program through gift processing, database integrity, reporting, data analysis, system enhancements, prospect management and research, and donor relations. Works with the Advancement team to increase fundraising productivity. Directs the accounting and receipting for all gifts. Conducts studies and prepares reports concerning alumni/development programs. Helps organize donor recognition activities.

Minimum Requirements: Bachelor's degree and three to five years of work in a non-profit/higher education environment or a related field; or a combination of education and experience. Valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history required.

Preferred Requirements: Master's degree preferred.

Knowledge, Skills and Abilities: Entrepreneurial spirit, positive attitude and energy to implement new strategies and meet ambitious goals. Advanced knowledge and/or prior use of Raiser's Edge or CRM equivalent. Ability to evaluate existing programs and recommend new activities, policies, or procedures. Ability to establish good working relationships with alumni, donors, students, businesses and the general public. Ability to communicate effectively.

Hire Range: \$45,000- \$ 50,000annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CC20 – **State Title:** Development Coordinator II **Band:** 05

Search openings at careers.sc.gov

**View Lander's
Fringe Benefits**

Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.