

Haggai International

Job Title: Director of Advancement Services
Reports To: Chief Development Officer

Summary

The Director of Advancement Services provides leadership, direction, and coordination to strengthen and expand the services provided by Advancement Services to support the development activities of Haggai International. Responsible for the daily operations and management of the areas of prospect research, gift processing, and donor records, both electronic and paper files, the Director will strategically align available resources that best leverage the talent and tools necessary to assist the development team in reaching fundraising goals.

Duties & Responsibilities:

- Lead, train/support and develop an advancement services team that is responsible for oversight of the operations of the constituent relationship management (CRM) database (currently using Blackbaud's Raiser's Edge), charitable gift processing, prospect research, and reporting and data analytics.
- Manage all operational practices of the CRM database including security settings/access, configuration, use of fields, imports, exports, global changes, as well as the processes and procedures relating to the data and data entry.
- Provide research and recommendations for donor strategies including but not limited to prospect identification, qualification, cultivation, solicitation, and stewardship.
- Management and oversight of the charitable gift acceptance process, policies and procedures.
- Provide leadership in data management. Ability to develop and implement written policies and procedures to leverage existing software and tools, and their integration, to maximize use of resources.
- Develop, implement and maintain a data integrity plan resulting in an improved quality of constituent data.
- Maintain a working knowledge of fundraising best practices including major gifts, endowments, non-cash asset gifts, and planned giving.
- Review and assess existing and emerging software products and make sound recommendations.
- Keep abreast of trends in the field of prospect research and advancement services.
- Collaborate with Chief Development Officer in identifying available and potential key metrics and measures.
- Provide targeted analytical services that support fundraising strategies and priorities.
- Prepare queries and export information from the CRM as needed.
- Develop collaborative relationships with key partners in Finance, Communications and senior management.

Qualifications & Skills:

- Bachelor's Degree or equivalent years of related work experience
- Minimum 3 years of experience involving basic accounting knowledge and advanced experience with charitable gift principals and IRS Rules and Regulations relating to charitable gifts
- Supervisory experience managing a team, setting priorities, providing training, tracking productivity and project assignments, and creating a positive and productive team environment
- Strong leadership, project management, organizational and planning skills
- Ability to use analytical and quantitative skills to diagnose complex problems and identify creative solutions
- Ability to write both standard and complex queries and reports
- High level of proficiency with Microsoft Office Suite required (especially Excel and Word)
- Excellent verbal and written communications skills
- Critical thinking, good judgement with strong attention to detail

- Must demonstrate the ability to maintain the highest standards of integrity and confidentiality
- Ability to work independently as well as establish and maintain harmonious relationships with other staff, volunteers and financial partners
- Successful clearance of criminal conviction record check

To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. If you have application questions, please email them to ourfundraisingsearch@gmail.com.