Position Title: Manager of Advancement Operations

Department: Advancement

Reports To: Vice President for Advancement

Classification/ FLSA Status : Level II (Full-Time / Exempt)

Primary Function: The manager of advancement operations oversees the primary functions of the Advancement Department as well as the college's annual giving efforts. In collaboration with the vice president of advancement and key stakeholders, the manager will design and implement the overall annual giving program. The manager will work with external audiences for annual support appeals. The position will also serve as a clearinghouse for additional funding through foundations and government entities. As primary manager for the alumni/donor database and functions, the manager is responsible for data entry of all philanthropic gifts, preparing receipts/letters to donors, proper fund allocations, bank deposits, and relevant and timely reports.

Key Responsibilities:

1. Plan, develop and implement a strategic plan of action with objectives, timelines and evaluation plans for the annual giving program, to include identification, cultivation, solicitation, and stewardship of annual gifts from alumni; friends; faculty & staff; and grateful patients with a particular focus working with team members on acquisition and retention of Regent Society members ($1000 and above).

2. Design and conduct mass solicitation programs via direct mail, calling, and online giving (email, web, crowdfunding).

3. To work in collaboration with campus partners on appropriate benchmarks and evaluation processes.

4. Assist with core advancement functions as it relates to campus-wide events.

5. Represent the college at various on-campus and off-campus advancement events, support fundraising events and campaigns by coordinating logistics, managing RSVPs, and assisting with event set-up and breakdown

6. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students

7. Participate in and support the annual Lyceum program

8. Perform other duties as assigned by the VP for Advancement to support the overall goals and objectives of the advancement department

9. Demonstrate commitment to the mission of Sherman College at all times.

Basic knowledge and skills:

1. Bachelor's degree and 3+ years of relevant experience of fundraising, marketing or related experience

2. Experience with annual giving solicitations, including direct mail and electronic media

3. Direct experience in a fundraising setting

4. Strong organizational and planning skills with the ability to initiate, collaborate, implement, monitor, evaluate, and advance strategic plans that support the activities of the program and contribute to the overall goals and objectives of advancement and fundraising enterprise

5. Excellent interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, exhibiting excellent written and oral communication skills, team-building skills, and demonstrating tact, poise, and diplomacy while working with a wide variety of personalities

6. Ability to be donor-centric, collegial, and effective in working with dynamic, diverse groups to include families, students, faculty, alumni, professionals, college leadership and others

7. Detail-oriented, self-starter with a demonstrated ability to work independently and manage multiple projects and priorities to meet aggressive timelines and challenging deadlines

8. Ability to handle sensitive information confidentially

9. Working knowledge of electronic mail and calendars, the Windows environment, including Microsoft Word, Excel, PowerPoint, plus CRM programs (preferably Bloomerang)

10. Ability to attend occasional evening and weekend activities.

Preferred Knowledge and Skills:

1. Experience in a higher education or non-profit setting
2. Knowledge of chiropractic philosophy and education.

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

***Work environment*:** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal. Ability to travel after traditional work hours or during weekends, as needed.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____