ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Development Operations

DEPARTMENT: School of Law, Development Office

OVERVIEW: Reporting to the Sr. Director of Development Operations, the Assistant Director of Development Operations oversees several key aspects of the day-to-day administration of the Law School’s Development Office, ensuring the department’s data and reporting, stewardship, and prospect management initiatives run smoothly and efficiently. Incorporates best practices for data maintenance, identifying biographical and gift entry errors and working with the DAUR Advancement Services team on proactive Law School data cleanses. Manages all aspects of the gift, pledge, and acknowledgment process by accurately processing contributions and producing personalized correspondence that relays the impact of philanthropic giving to the School’s donors. Collaborates with gift officers to identify prospects, produce timely research on potential donors, and help track contacts and proposals in Fordham Advance database.

RESPONSIBILITIES:

Gift Accounting
- Work with the Sr. Director of Development Operations to ensure that donations and records updates are being processed and reported in a timely and effective manner.
- Maintains and enhances gift and biographical information in the ADVANCE database to support Development and University Relations fundraising and constituent engagement efforts, including but not limited to gift processing, proposal and pledge processing, pledge payment processing, pledge reminders, etc.
- Assesses and documents changes to policies and processes, as necessary.

Donor Stewardship
- Executes timely, accurate and personalized donor acknowledgements and other correspondence relating to gifts for the Law School’s Dean, Assistant Dean, and senior development staff.
- Drafts customized specialty correspondence to significant donors and prospects relating to gifts to the Law School, with particular attention on important event and fundraising milestones. Tracks, reports, and drafts correspondence regarding “in honor of” and “in memory of” gifts as needed.
- Interacts with donors and responds to their queries, researches gift funds, generates donor or gift fund reports, and executes stewardship activities associated with scholarships, endowed funds, and other restricted program funds.

Data Management, Integrity & Analysis
- Assisting with prospect and donor data management, including maintaining prospects contact information and call reports in Advance, as well as generating monthly visits and proposals reports for the fundraising team.
- Oversees data integrity projects including ad-hoc and large scale data cleansing efforts and coordinates the development and use of reports and data extracts to monitor data accuracy, quality and consistency.
- Assisting in the production of various reports for distribution to the division, Dean’s Office, faculty/directors of academic centers, institutes, and programs.

Prospect Research & Analysis
- The individual in this position will have the ability to prospect by running reports and analyzing lists as well as a strong knowledge and ability to recognize the greater philanthropic community.
- Ability to compile and analyze detailed biographical and other publicly available information on individuals and organizations to determine prospects’ relationships with the University, interests, and giving capacity.
Prepares specialized research for advisory board meetings and campaign events, as well as trains and oversees student workers regarding research and presentation assistance. Attends advisory board and donor meetings when appropriate. Generating sophisticated Powerpoint presentation slides, extensive lists, mail merges and reports using ADVANCE and Microsoft Excel.

QUALIFICATIONS:

- A bachelor's degree is required in a related field.
- Minimum of three (3) years of progressively successful professional experience, preferably in fundraising and development.
- Demonstrate keen understanding of development strategies, constituencies, methods, metrics, and best practices preferably in a higher education setting; knowledge and experience with direct mail, telemarketing, e-campaign solicitation strategies.
- Ability to effectively communicate both written and orally with the intended audience.
- Curiosity and analytical thinking; complex problem solving; ability to organize, prioritize and complete multiple projects simultaneously with close attention to detail; meet deadlines and work in a fast-paced environment.
- Ability to foster strong collaborative relationships at all levels of a complex organization and professionally interacts with all levels of students, staff, faculty, and outside groups.
- Ability to work collaboratively with colleagues in a team environment; an ability and willingness to quickly learn both the Law School's and University's history, mission, demographics, faculty, current programs, and departments, as well as University culture.
- Comfort with using personal computers, tablets, and software programs for retrieving, organizing, researching, and presenting appropriate donor/prospect information; proficiency with MS Office, including Word, Excel and PowerPoint; experience with Banner or Reeher a plus.
- Willingness to work some evenings and weekends.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Elizabeth McKeveny: emckeveny@fordham.edu

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