Title: Assistant Director – Advancement Services

<table>
<thead>
<tr>
<th>FLSA Class: Exempt</th>
<th>EEO Category: Professional</th>
<th>WC Class: 8861</th>
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<tbody>
<tr>
<td>Job Title # 210007</td>
<td>Salary Grade:</td>
<td>Purchase authority: II</td>
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Date Approved: 1/13/2020
Revision Date:
Revision

Licensure:

Purpose of Position

The Advancement Services Assistant Director is responsible for the management of the donor database as well as overseeing data operations including; reporting, gift processing and acknowledgements and gift reconciliation. In addition, the assistant director will manage a mid-level donor giving program which builds the donor pipeline and expands portfolios of major gift officers. The assistant director will foster the growth of best practices in the supporting areas of annual fund, gift processing, and data management. This position reports to the Senior Director - Advancement Services.

Major Duties (*Essential Element)

- Oversee the daily operation of the Advancement database including gift entry and acknowledgment processing; responsible for ensuring the accuracy and integrity of the data, including input and output, technology management, end-user training and support, and best practices
- Develop, execute and manage a mid-level donor giving program; responsible for meeting budgeted revenue and expenses goals; the program goals will focus on donor retention and moves management through targeted stewardship activities
- Evaluate constituent data to provide comprehensive reports on advancement initiatives including broad-based appeals, donor retention efforts, solicitation effectiveness, and other strategic benchmarks
- Provide support to staff by assisting with creation of reports and mailing lists, developing and implementing policies and procedures, and serving as the advancement liaison with Finance and IT
• Oversee the strategy and execution all annual fund programs, including direct mail, monthly giving, matching gifts and online giving
• Oversee the strategy and execution of a communications program supporting annual giving including newsletters, email solicitations, stewardship appeals and social media posts
• Provide development reports to vice president as requested, including financial reports and statistical analysis
• Assist with special projects and other duties as assigned
• Other duties as assigned for the betterment of Great Circle

Competencies

• Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
• Judgment – ability to make thoughtful decisions in a timely and confident manner
• Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
• Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
• Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

• Bachelor’s Degree
• Three (3) Years’ database and analysis experience in a professional environment

Preferred Education and Experience

• Experience with Raiser’s Edge
• Experience with annual fund management
• Experience with mid-level giving program management
• Experience work with children and families in a trauma informed environment

Qualifications

• Possesses a current, valid MO driver’s license and meets the Great Circle requirements for driver’s insurance
• Advanced computer skills including word process and spreadsheet applications in a Windows environment
• Exceptional attention to detail
• Strong analytical skills
• Ability to exercise discretion in confidential matters

Working Conditions
Office environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: ____________________________

Employee signature: ____________________________ Date: __________