



Vacancy Notice

Position Title: Advancement Services Officer
Department: Advancement
Affiliation: Union Exempt
Salary: \$58,293- \$69,605
Hours of Work: Normally 35 hours per week, some evening and weekend will be required.

POSITION SUMMARY

The Advancement Services Officer is meticulous, discrete, proactive, responsive, and accountable, with strong expertise in systems such as Raiser’s Edge as well as fundraising regulations, policy and practice. In a small department, committed to significantly scaling its fundraising results, you will oversee policy and complete the administrative database tasks of record keeping, list generation, receipting, acknowledgments, timely stewardship, reporting, and more. Endlessly curious, you are able to source, aggregate and overlay data from a variety of channels to create a holistic picture of donor prospects that will facilitate staff and volunteers’ efforts to identify and rank major gift prospects. This job has responsibility for and oversight of technical, mission-critical work for fundraising. The incumbent must be comfortable with owning this level of accountability.

SPECIFICATIONS

- Management of The Raiser’s Edge software including general maintenance and system updates, data entry standards, access, and procedures including the creation of a user manual, data output and reporting, and training.
- Processes, receipts and recognizes donations.
- Generates and interprets quarterly and annual reports outlining fundraising results. This includes comparisons to other organizations as possible and appropriate.
- Ensures key policies relating to Advancement’s work are up-to-date and implemented consistently. For example: Gift Acceptance Policy, Gift-in-Kind Policy, Annual and Endowment Fund Policy, and Naming Policy.
- Implements the gift acceptance and gift management policies and procedures. This includes the preparation of gift agreements and maintaining donor and/or fund files and the processing of gifts in Raiser’s Edge.
- In consultation with the CFO and Advancement Director reviews policies relating to endowed funds, including the investment required to establish endowed funds.
- Tracks endowed funds and generates reports for donors.
- Annually reviews policies relating to recognition and make recommendations to the Director.
- Consistently monitors and reviews database for opportunities with donors.
- Prepares prospect profiles to assist fundraisers and volunteers with their meetings, using information from the databases as well as an individual research from the web and other channels.

REQUIREMENTS

Minimum Undergraduate degree and five years of experience processing donations and implementing fundraising policies (or an equivalent combination of training and experience) is required. Previous experience using RENXT or other donation and CRM software (such as Donor Perfect) is required. Excellent writing skills and strong verbal communication are required. Proficiency in MS Office platform including Teams is required. Demonstrated attention to detail, organizational skills and discipline in recording actions is required. High degree of problem solving, logic, relative to list generation and other functions of the role is required. Ability to work collaboratively, in a fast-paced environment is required. Experience in university fundraising/Advancement, cultural organization or cause marketing is preferred. Knowledge of fundraising policy and procedures is preferred. Familiarity with iWave, Charity Can and integrations with RENXT is preferred.

APPLICATION PROCESS

Applications should be sent via the [CareerBeacon website](#). Applications should include a cover letter and detailed CV.

Deadline for applications: The University will begin considering applicants on **July 22nd, 2019** and continue until the position is filled. We appreciate all applicants, however only those selected to move forward in the competition will be contacted.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD university encourages applications from Indigenous persons, racially visible persons, persons with a disability, women, and all candidates who would contribute to the diversity of our community.