JOB DESCRIPTION

POSITION TITLE: Associate Director of Development Operations

JOB CLASS: Staff

SUPERVISOR: Associate Vice President for University Relations

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: Yes

DEPARTMENT: University Relations

POSITION OVERVIEW: The Associate Director of Development Operations is a full time professional staff member reporting to the Associate Vice President for University Relations. He/She will work as part of the Development Operations Team and will be responsible for oversight of pledge management and gift processing.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor’s degree preferred.
- Ability to define and re-engineer business processes.
- Experience working with SCT Banner.
- Proficiency with personal computer/word processing systems including Microsoft Office Word and Excel, and familiarity with Access.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Pledge Management
- Oversee the Gift Accountant in posting pledges to individual records on Banner and track donor pledges.
- Oversee the Gift Accountant in reviewing outstanding pledges at the end of the fiscal year to determine if adjustments or write-offs are warranted.
- Prepare all past due pledge reminders.
- Compile, review, and prepare all current pledge reminders.
- Conduct research on pledges for the Finance Office or other departments.
- Research and prepare annual pledge aging report.

Gift Processing
- Oversee the processing of all gifts to the University. This requires a thorough understanding of IRS guidelines pertaining to charitable gifts.
- Prepare new fund descriptions and make revisions as needed.
- Collect and deposit charitable gifts into the appropriate bank account through the Finance Office.
- Supervise the Senior Gift Accountant.
POSITION TITLE: Associate Director of Development Operations

Information Technology

- Utilize technology to reengineer business processes which enhance the operations of the entire division.
- Experience working with SCT Banner Advancement
- Understanding of database systems and advancement reporting requirements.

Back-up for the following positions:
- Gift Accountant: post & adjust gifts/pledges, run Cashiering Report and process credit card payments.

Performs other site and position specific functions as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.