Job Title: Manager of Advancement Services

Job ID: 13855

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

The College of Staten Island (CSI) is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs and an array of graduate programs including doctoral programs both on-site and in participation with the CUNY Graduate Center. The College enrolls approximately 14,000 students and employs over 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Georgian-style buildings house 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure and is developing a high performance computing center that will support technology-based research, teaching, and learning throughout CUNY.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Assistant Vice President of Institutional Advancement & External Affairs, the Manager of Advancement Services is responsible for two major program areas: information services and gift processing. Duties include, but are not limited to:

- Manages the development, implementation, maintenance, documentation, use, and support of the computer-based Development information systems, including an Alumni-Development database and e-communications outreach.
- Supervises the processing and acknowledging of gifts, pledges, pledge payments, matching claims, memorial gifts, in honor gifts, and other contributions to the College. Oversees the timeliness and efficiency of processing, and assures that all corresponding links in the database are updated and maintained as gifts are processed.
- Interacts with major gift, corporate/foundation relations, and plans giving areas regarding the processing, reporting, and logging of major and other gifts, the processing of requests for prospect research, and other data maintenance activities.
- Creates documents, spreadsheets, timelines, reports and queries requested by the college's fundraising database users.
- Manages the Division's Budget and ensures Division's offices are within their departmental budgets on a quarterly basis.
- Maintains close working relationships with the Vice President of Institutional Advancement and External Affairs, Development, External Affairs and Alumni and Community Relations staff, and the Foundation and serves as a liaison with various constituents.
- Develops database policies and procedures, related to Advancement Services and monitors the integrity of data stored in Raiser's Edge to avoid any potential security breaches.
- Supervises, trains and motivates staff on all Advancement Services processes.
- Performs other duties as assigned.
QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

Preferred Qualifications:
- Bachelor's degree preferably in Computer Science or Business Management.
- At least five years' experience in a higher education environment, within an advancement or development office with a fund raising program of a similar size to that of the College.
- Excellent communication skills, both written and verbal.
- Advanced understanding of office methods, procedures, practices, and bookkeeping or accounting knowledge.
- Strong computer skills and knowledge of a wide variety of software, with the ability to train users in the most effective use of software.

CUNY TITLE OVERVIEW

Plans and manages College fundraising strategy and operations.

- Implements and monitors comprehensive resource development program; makes recommendations to improve department policies and procedures
- Fulfills specific goals and targets based on individual portfolio
- Assists Director with developing funding strategies and assessing outcomes
- Oversees annual and/or major gift activities to support strategic plan
- Maintains relationships with donors and sponsoring organizations to cultivate and maintain funding
- Prepares financial reports for management; may write grant proposals
- May manage professional and/or clerical staff
- Performs related duties as assigned.

Job Title Name: Development Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.
HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, three (3) letters of recommendation (if available) and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

Open until filled, with review of applications to begin on January 4, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.