



JOB DESCRIPTION

JOB TITLE: **Advancement Services Associate**
REPORTS TO: **Director of Development**

GENERAL STATEMENT OF DUTIES:

The Advancement Services Associate designs and implements effective data entry, gift receipting, and reporting systems to enhance donor and alumni relations and to facilitate donor identification, research, cultivation, moves management, solicitation, recognition and stewardship.

The Advancement Services Associate also serves as the manager of Blackbaud's Raiser's Edge NXT database. This position has total management responsibility for the overall efficiency, effectiveness, and improvement of the database for the support of the development team and other Denver Seminary representatives.

This position will also manage administrative duties coordinating students and churches in Denver Seminaries tuition paid internship program.

ESSENTIAL FUNCTIONS:

1. The Advancement Services Associate plays a key role in the improvement of fundraising performance through the design, implementation, and interpretation of operational reports including but not limited to,
 - Designs and implements regular activity and analysis reports on the status of contributions and fund-raising efforts vs. performance goals to help the development team members target their efforts for maximum effectiveness.
 - Organizes and maintains analysis and reports for regular, systemic dissemination and, upon request, retrieval of archived information.
 - Works directly with finance department on monthly reconciliation of all RE fundraising revenue.

2. The Advancement Services Associate supports the development function by qualifying prospects, building relationships, and encouraging involvement and investment in the Seminary;
 - Develops and implements predictive models for identifying new prospects for the Seminary's fundraising efforts.
 - Performs research using a variety of tools (primarily Raiser's Edge NXT) to determine background, family history, relationships, financial status, assets, and other information about current and new prospects.
 - Organizes and ensures timely receipts for gifts to all donors.



3. The Advancement Services Associate serves as the manager of Blackbaud's Raiser's Edge (RE) database.
 - Maintain and enhance Denver Seminary's donor management systems and processes.
 - Train and communicate with other Development staff, as needed, in general use, procedures and requirements of RE as well as in use of specific features and functions.
 - Import to and export from RE as needed to generate complete, up-to-date lists and reports for mailings and events in a timely manner.
 - Coordinate with Denver Seminary's Registrar each year to add graduating students, applicants, parents of students, etc. into the RE database.
 - Update RE constituents with any newly gained contact or biographical information from other development staff or communication to the office.

4. This person will serve as support staff for the Ministry Residency Program.
 - Upload residency church commitment/pledge forms for each intern to Raiser's Edge and SharePoint.
 - Manage pledge payments for interns.
 - Provide reporting on pledge status to Ministry Residency Director and others as requested.
 - Act as liaison between Denver Seminary, student intern and residency church regarding pledge status/payments when necessary or requested.
 - Provide monthly pledge balance statements to residency church.

EDUCATION/TRAINING/SKILLS/QUALIFICATIONS:

- Bachelor's degree required with preferred emphasis in business, mathematics, statistics, financial analysis, or similar relevant coursework.
- Advancement database experience required with certification and proficiency in Raiser's Edge by Blackbaud preferred.
- Strong analytical and data modeling skills, an inquisitive nature, and a strong track record of creative problem solving.
- Ability and willingness to work in a fast-paced collaborative team environment while working under tight deadlines.
- Multi-tasking and project management skills.
- Self-motivation and able to solve complex problems with little or no supervision.
- Good relational and communication skills.
- Servant's heart, customer focus, quickness to absorb information and learn.
- Computer research MS Office experience.
- Ability to handle all work with confidentiality and professionalism.
- Committed personal relationship with Jesus Christ required and a lifestyle consistent with serving at Denver Seminary

OUTCOMES:



- Database will be managed up-to-date and utilized according to Advancement strategies.
- Fundraising performance will be improved through generation and analysis of weekly and daily operational reports and corresponding recommendations.
- Seminary constituents will be solicited, receipted and contacted appropriately.
- General department services will be performed efficiently and effectively.
- The Advancement team will be edified with the presence of this staff member.
- This person will grow personally, professionally, and spiritually as a member of the Advancement team.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Requires sitting, standing and walking for extensive periods of time and frequent bending, stooping or stretching. Work is performed in an office environment and requires working at a computer for extensive periods of time; eye-hand coordination, manual dexterity, the ability to distinguish letters and symbols, corrected vision and hearing within normal range. Requires speaking and writing proficiently in the English language. Requires working under occasional stressful conditions. Requires the use of office equipment such as computers, printers, telephones, copiers, and adding machines, fax machines. Work is generally fast-paced and challenging.

Denver Seminary is an equal opportunity employer committed to excellence in all areas of ministry and operations.

NOTICE TO APPLICANTS:

Please read this job description carefully and ask someone for help if you have difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature _____ **Date** _____