

**Position Title :** Advancement Associate

**Organization :** Canisius University

**Salary:** \$40,000.00 annually

**AFP-WNY Post Date** 9/27/2023

**DEADLINE TO APPLY: OPEN**

## **POSITION DESCRIPTION**

Reporting to the Director of Annual Giving, the Advancement Associate plays a key role in the coordination of annual solicitations, in addition to providing administrative support for various programs and events across the Office of Advancement. The incumbent will serve as the primary manager of data for the University's annual donors and members of the Leadership Society, and will be an important point of contact for all internal and external constituencies.

## **POSITION RESPONSIBILITIES**

- Prepare acknowledgement letters for Leadership Society donors for signature by the University President. Also prepare personalized thank you letters from templates for loyal, newly acquired, and lapsed donors on an on-going basis as their gifts are received, and ensure they are mailed in a timely manner.
- Update and run weekly reports for the Director and assistant director on the status of the Annual Fund and Leadership Society donors.
- Manage the data of the University's 850-plus leadership donors (\$1,000+) including updating membership codes, generating membership data and reports, and providing lists to staff for appropriate action and follow-up.
- Coordinate in-house direct mail production for the Annual Giving Program and the Leadership Society. This includes mailing supplies, postage, oversight of proofing process, extracting and formatting data.
- Manage the College's matching gift program to ensure eligible donors are aware of the opportunity.
- Provides administrative support for the division including direct pay requests, budget transfers, purchase requisitions, credit card reconciliation, student timesheet approval, office supply inventory, travel arrangements, building work orders, etc.
- Contribute actively to a positive, pleasant and professional work environment.
- Support Office of Alumni Engagement with event planning efforts, when needed. Manage CRM Database. This will include data analysis and reporting, data segmentation, customized data pulls, some data entry, the potential for integration and automation, and data strategy development. Other duties as assigned by the Director and Assistant Director of the Annual Fund

## **QUALIFICATIONS**

- 3+ years-experience working in an office setting
- Prior Annual Fund experience in a higher education setting preferred
- Strong computer skills including database management, word processing, ability to use Excel for filtering, pivot tables and formulas, and email platforms preferred
- Familiarity with Ellucian CRM Advance preferred
- Outstanding organizational skills, project management skills, with focused attention to detail and follow through
- Demonstrated experience with multi-tasking and ability to prioritize and communicate with many stakeholders about projects
- Ability to work independently with a high degree of professionalism and sensitivity to confidential information
- Excellent interpersonal skills, and oral and written communication skills

- Collaborative style and willingness to be part of a team effort
- A deep appreciation for and commitment to the Catholic and Jesuit mission and an eagerness to join a supportive community of people from all walks of life, engaged in conscientious academic, personal and spiritual inquiry.
- The Office of Human Resources at Canisius University utilizes an online recruitment management system.

### **COMPENSATION AND BENEFITS**

Please note that the compensation information is a good faith estimate of the base pay for this position. The selected candidate's actual base pay will be based on job-related, non-discriminatory factors including experience. Information about the total compensation package for this position will be provided during the interview process.

This is a full-time, in-person position. Benefits are available the first of the month after the full-time employee's date of hire and include – health, dental and vision insurance, life and long-term disability insurance, and retirement plan enrollment is available to full-time employees with contribution from the university after one year. Paid holidays, vacation, personal leave and sick leave. Tuition benefits are also available for full-time employees and their qualified dependents.

### **HOW TO APPLY**

To apply, go to <https://www.canisius.edu/about-canisius/employment-canisius>.

Review of applications begins immediately and will continue until the position is filled. Please include your cover letter and resume with your application.

Individuals who need reasonable accommodations under the ADA in order to participate in the search process should contact the Office of Human Resources at (716) 888-2240.

Canisius College, a Catholic and Jesuit University, has as its foundation the fundamental values of academic excellence, leadership, faith and social justice. Canisius is committed to educating and preparing persons to become leaders in their professions and their communities, and in service to humanity. The college is an equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff and students.