

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Director of Advancement Services & Stewardship

### POSITION OVERVIEW

The Director of Advancement Services & Stewardship is responsible for the coordination and implementation of Advancement System priorities and needs and leading stewardship initiatives on behalf of the Academy. Responsibilities include design and generation of Advancement and Alumni data outputs, support of departmental users through training, and development and documentation of workflow and standard operating procedures. The Director of Advancement Services & Stewardship uses assorted analysis tools to query data repositories, generate reports, and identify trends and patterns in operational data.

The Director manages the Advancement budget and will direct the work of the Advancement Services and Stewardship team. This role will also be responsible for overseeing the process behind gift entry and acknowledgement process, stewardship of our donors, conducting prospect research, and supervising staff. This position serves as a key member of the Development team and is responsible for implementing strategies toward achieving the philanthropic goals of the Academy.

### DUTIES

- Uses advanced reporting tools and complex queries to design and create necessary reports, dashboards, and data output to support Advancement efforts.
- Generates reports, data downloads, and other procedures from associated systems for departmental personnel and other offices as required.
- Works as the liaison with Information Technology to solve various technical issues and problems related to Advancement systems and implementation of new procedures and protocols.
- Assists the Advancement department with routine overseeing data hygiene procedures and data analysis.
- Ensures integrity of all data and data output for the department.
- Works with Advancement staff to identify data system needs and provides resolution to those needs.
- Trains Advancement staff on the appropriate use of Advancement systems.
- Responsible for developing, documenting, and organizing internal procedures as they relate to the use of the Advancement system.
- Assists with editing of records and data entry as required.

- Assesses data workflow and assists with implementation of system improvements as they pertain to the use of the system in Advancement.
- Coordinates with IT and system vendors as appropriate for training and support.
- Acts as first-line support for all data systems used by the Advancement department.
- Provides process innovation and analysis as it pertains to the use of Advancement data systems and procedures.
- Oversees the effective and accurate maintenance of data with respect to the donation process in all formats: from constituent and gift data entry on incoming online/offline donations to outgoing acknowledgments/receipts, letters, and reports.
- Coordinate database management including entering constituent data (addresses, relationships, etc.) for all individuals and organizations.
- Responsible for all duties relative to gift entry including gift entry and acknowledgement letter receipt processing in Bloomerang and other relevant software.
- Oversee the stewardship of all donors including acknowledgement letters, endowed scholarship and other endowed fund reports, and donor plaques.
- Work with other departments within the Advancement Division to meet their database needs and communicate updates/changes to division in a timely manner.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

## **SKILLS**

- Technical aptitude or the ability to learn.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work professionally with a broad range of responsibilities.
- Meticulous attention to detail including highly accurate data entry.
- Ability to maintain a high level of confidentiality.
- Demonstrated experience in establishing priorities, following plans, and completing goals/objectives in a timely manner.
- Supervisory and management experience needed.
- Aptitude for internet research.

## **QUALIFICATIONS**

- Bachelor's Degree in a business-related discipline with a minimum of 8 years of experience. Master's Degree preferred but not required.
- A demonstrated understanding of Advancement principles and best practices is required.

- Outstanding computing skills, including SQL query-building skills, data analysis skills, and the ability to analyze, assess, and troubleshoot complex data issues are required.
- Experience with report generation software is required.
- Must be methodical, organized and have strong communication skills which include the ability to communicate complex technical information to non-technical audiences.
- Strong Development software skills; experience with a CRM is highly desirable.
- Prior experience with non-profit work is preferred.

### **SPECIAL CONDITIONS**

- Criminal background check required.
- Tobacco-free campus.

### **WORKING CONDITIONS**

- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Close office setting
- Position requires an ability to communicate orally and in writing in English.
- The position will involve evening and weekend work.

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Director of Advancement Services & Stewardship	Job Code:	
	Wage Grade: 24	Total Points: 526	
	Factor	Degree	Points
1	Knowledge and Skill	7	252
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	2	20
3	Responsibility for Cost Control	6	48
4	Responsibility for Others		
	A. Injury to Others	1	8
	B. Supervisory Responsibility	4	32
	C. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	7	56
	Date of last reclassification: 2024-03-29		