



Manager of Development Systems

Job Description

Overall Description

The Manager of Development Systems is responsible for ensuring the Advancement Department's technology needs are being met. He/she is the chief specialist and administrator for the alumni/development database application-Millennium, which runs on a MS SQL platform and uses Crystal Reports for reporting.

In addition, this individual is a key member of the Development team, collaborating from an IT perspective on fundraising and project-driven strategies. The selected candidate will serve as the primary contact with the university's Office of Information Technology.

Responsibilities

- Supporting development and alumni office staff using MS SQL Server, Crystal Reports, and Millennium fundraising software in a Windows XP/2000 environment.
- Advising department on the maximization of technology to support business objectives, e.g. actively seeking new ways to incorporate and/or expand online giving, web interfaces.
- Providing user training for Millennium and other software packages.
- Managing application system upgrades and maintenance as needed.
- Preparing electronic data files for solicitation purposes (direct mail, telethons, etc.), donor recognition (annual report) purposes, etc.
- Serving as primary liaison between office staff and hardware/ software vendors, including online gifts processing.
- Serving as primary liaison to university's Information Technology department.
- Handling and creating custom import utilities, e.g. recent graduates.
- Designing and implementing custom reports as requested by staff.

Requirements

- Bachelor's degree with concentration in information systems.
- Familiarity and experience with Microsoft Office Suite, and MS SQL based database and reporting systems, and preferably with Millennium and Crystal Reports.
- Experience in a development, higher education or non-profit setting is highly desirable.
- Candidates should be effective communicators, self-motivated, results-driven and able to work well both independently and in a team setting.

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