

College of Charleston Advancement Services is seeking a Web Strategy Manager. We use Blackbaud Raisers Edge and Net Community. Located in beautiful, historic Charleston, South Carolina. Please apply at: https://jobs.cofc.edu/applicants/jsp/shared/Welcome_css.jsp or you can contact Willa Chambers at chambersw@cofc.edu or 843.953.5647. Thank you.

Position Title	Web Strategy Manager
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Pay Band	6
Level	1
Department	Institutional Advancement
Minimum Requirements	<p>Bachelor's degree in computer science, management information systems or a related field or a demonstrated equivalent experience. At least two years of related experience in website/database management and communications, including website design and layout, proof-reading and editing.</p> <p>Successful candidate will have experience creating webpages using a tool such as Dreamweaver. Candidates with an equivalent combination of experience and/or education are encouraged to apply. Must work collegially with other technology staff and Institutional Advancement departments. Successful candidate must demonstrate strong human relations skills. Experience with HTML is required. Knowledge of RSS, JavaScript, ASP, ASP.NET, computer graphics along with SQL Server, IIS, Windows Server. Experience with Blackbaud's Raiser's Edge and Net Community is preferred.</p>
Required Knowledge, Skills and Abilities	
Additional Comments Regarding Position	<p>*Salary is commensurate with education/experience which exceeds the minimum requirements.</p> <p>Please submit links to websites developed.</p>
Special Instructions to Applicants	All Offers of employment will be contingent upon a successful background check.
Salary	\$36,840 - \$52,500 *
Posting Date	02-01-2010
Closing Date	02-26-2010

Job Duties		
Activity:	Essential or Marginal:	Percent of time:
Develops and maintains demographic, statistical, tracking and measurement models to evaluate the performance of programs and services deployed by the Office of Alumni Relations, Office of Development, Annual Fund, CofC Alumni Association and CofC Foundation.	Essential	15
Ensures Institutional Advancement web-based solutions comply with the College branding policy and other applicable regulations by working closely with the External Relations Division.	Essential	5
Provides technical consultation for mass email communications and serves as project manager when specialized software applications or professional services are required to produce online marketing material. Creates and maintains written policy and procedures for the online community database.	Essential	10
Responsible for creating and supervising training programs about online community databases, to ensure Institutional Advancement staff are trained in current and updated software, policies and procedures.	Essential	10
Serves as the online community database administrator to ensure data integrity for the integrated components connected to the constituent/donor database records. Researches and recommends ways to use the application functionality to address the evolving needs of Institutional Advancement to engage Alumni and Donors. Manages security groups and performs software upgrades as necessary. Consults with vendors for effective, timely resolution of problems.	Essential	35
Serves as the web content manager to oversee the development of compelling content supporting Institutional Advancement marketing & communication goals, as well as online giving campaigns. Researches new technology that compliments the web marketing & communication strategy. Provides users with content guidelines and standards for current and future website development. Troubleshoots and verifies links and checks for content errors.	Essential	25