

The Director of Advancement Services will lead and manage all programs and functions within the Advancement Services area at UMass Boston including gift processing, database management, records maintenance, and direct supervision of Applications/database manager, director of stewardship, data entry staff and director of research. The Director will: be responsible for ensuring high standards of quality, consistency, and accuracy for all development-related information; be knowledgeable about and comply with all gift administration/tax policies and regulations; ensure the ongoing and effective operation and security of the network and data; establish goals and develops annual operating plans for the Advancement Services programs; plan and administer the department budget; establish work standards; manage technically skilled and trained staff responsible for database management, gift processing, reporting, and network administration; ensure that all staff are cross trained as appropriate; ensure that all policies and procedures are appropriately documented, vetted, and adhered to; be responsible for creating and running different queries from the development database; maintain familiarity with both internal and external data sources; ensure adherence to industry standards relating to data security, gift receipts and acknowledgments; ensure compliance with all applicable laws, rules, and regulations; ensure appropriate, timely, and ongoing training opportunities for all Advancement Services staff; work closely with Applications/Database Senior Analyst with data mapping in preparation of conversion to BSR system; ensure that the database is accessible and efficiently maintained and managed and ensure quality; ensure appropriate monitoring of the operation of the data system, user security, support tables and necessary technical adjustments and updates; establish program/procedures to ensure the proactive gathering of data; and other related duties.

College degree. Master's degree (MBA, M.A., accounting, etc.) is preferred. Extensive (7 years) experience in a major gifts/capital campaign fundraising environment at a university or university system (capital campaign experience strongly preferred). Excellent written and oral communication skills and organizational abilities. Politically astute and able to work effectively with all levels of employees. Able to navigate successfully between "back office" operations staff as well as "front line" gift officers, deans, directors. Fluency with word processing and office software (Word, Excel, PowerPoint, etc.). Experience with managing IT functions in general, and fundraising databases in particular. Experience with Millennium desirable. Must be highly customer-service and detail-oriented, able to handle multiple priorities at one time. Skillful at balancing quantitative and qualitative factors in decision-making in a fast-moving environment. Management experience essential. Project/matrix management experience desirable.

Please apply **online** with your resume, cover letter and list of three professional references: <http://umb.interviewexchange.com/candapply.jsp?JOBID=17240>