Saint Michael's College
Job Description

Job Title: Assistant Director for Data Management and Donor Relations

Department: Institutional Advancement

Supervisor or Manager: Director for Advancement Services & the Saint Michael's Fund

Date Created: 3/28/05 Last Revised: 3/28/05 FLSA Status: NE

Approved by (print name):________________________ Signature:________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Gifts are processed and acknowledgements produced in a precise and timely manner
- Label and list requests are produced from within the department and campus wide
- Reports are prepared upon request within department
- Stewardship plan is implemented
- The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
- The mission of the College is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
- Works in concert with others in Institutional Advancement for overall success of program
- Participates as a strong contributing member of the Alumni and Parent Relations team
- Enters gift batches in Datatel (Benefactor) on a daily basis
- Prepares gift receipt letters
- Creates Book of Life updates/Campus Ministry
- Produces reports for the Director of Advancement Services and the Saint Michael's Fund and the Vice President for Institutional Advancement
- Creates labels for campus departments as requested
- Assists Information Specialist with data retrieval and report generation
- Supervises work-study students in data entry projects, letter and pledge preparation
- Serves as a resource and point of contact for other department users of Benefactor
- Provides support and feedback to Assistant Director of Data Management to ensure integrity of data within Benefactor
- Downloads information for major mailings, e.g. SMC Magazine, Report of Gifts
- Produces daily gift receipt report and weekly pledge report
- Generates Medallion acknowledgement letters
- Coordinates annual student thank you letters/calls
- Produces endowment report letters to donors
- Ensures endowment agreements are in place
- Supports donor recognition events
- Coordinates annual holiday card to benefactors and volunteers
- Serves as a liaison with Financial Aid to ensure endowed fund disbursements are appropriately distributed
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**Secondary Responsibilities:**
- Helps train new staff  
- Assigns projects to work-study students  
- Trains work-study students on data entry  
- Assists with employment updates for students and parents on an annual basis  
- Enters data for graduating students in May, August, and December  
- Attends monthly meetings for Datatel User’s Group  
- Provides phone coverage for department on rotating schedule

**Positions Supervised:**
- Work-study students

**Position’s Major Contacts:**
- Advancement Services Team/Saint Michael’s Fund  
- Business Office staff  
- External vendors  
- Alumni Volunteers.  
- Campus-wide staff  
- IT Office – Application Specialist and Administrative Assistant  
- Fire & Rescue – Supervisor  
- Academic Departments – Administrative Assistants  
- Registrar’s Office – Assistant Registrar  
- Student Resource Center – Administrative Assistant  
- Bookstore Manager  
- Student Life – Assistant Dean  
- Campus Ministry – Administrative Assistant  
- Athletics - Assistant Director

**Demonstrates Excellence in this Position:**
- Performs the job requirements for the Associate Director for Data Management if needed  
- Contributes to positive team morale and work environment of Advancement Services  
- Accepts and accomplishes new tasks enthusiastically when assigned  
- Works with careful attention to detail and precision, acknowledging these as key components to this job  
- Enters data with extreme accuracy during gift processing, understanding the critical nature of this accuracy to College financial statements and Advancement reports, both public and private  
- Reports gift information clearly to the Business Office, Cabinet, Board of Trustees and CASE  
- Performs a range of receptionist and liaison functions in a positive manner with alumni and friends of SMC, faculty, staff, students and others  
- Screens inquiries, answers questions, exchanges information and makes appropriate referrals for action

**Education and Work Experience Required:**
- Associate’s degree or equivalent combination of education and experience

**Analytic Skills Required:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.
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Language and Literacy Skills Required:
- Read and understand basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:
- Microsoft Word  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Microsoft Excel  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Microsoft Publisher  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Microsoft PowerPoint  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Microsoft Outlook  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Adobe Photoshop  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Adobe Acrobat  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Quark  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Datatel  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient
- Internet Research  
  - None
  - Working knowledge
  - Intermediate
  - Highly proficient

Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Director for Data Management and Donor Relations, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Ability to attend Datatel workshops or conferences, any pre-existing Datatel job training helpful
- Capability to provide phone coverage over holiday periods
- Flexibility with schedule to work nontraditional hours, including weekends, at certain times of the year to assist in staffing Reunion, Homecoming, and other events
- Ability to participate in Commencement, convocations and other College events as defined by supervisor and responsibilities of this position

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.