

## **Advancement Services Specialist**

### **Job description:**

The Advancement Services Specialist is responsible for managing and coordinating the daily gift deposits, analysis and processing of weekly gift batches in the University's Banner database system. The specialist will create, maintain and enhance the relationships between donors, alumni and the University.

### **Job Duties:**

- Serves as the chief donor records manager for the Annual Giving, Corporate Giving, and Matching Gift Programs by managing timely and effective data analysis and gift entry
- Proactively processes record updates and maintains constituent records in the database
- Analyze gifts and implements relevant processes to determine appropriate accounts, campaigns, funds, appeals for each gift to be processed
- Assists Advancement Services leadership with fundraising projects through verifying, preparing and processing various reports pertaining to the gift entry process
- Process weekly gift batches and manages the Matching Gift acknowledgments in a timely manner
- Maintains office records and ensures adherence with policies regarding reporting and timelines
- Assists Advancement Services team with balancing gift accounts with the Finance Office
- Develops reports requested to support office efforts with alumni planning/implementing events
- Attends and assists with relevant office and University local and national events
- Performs all other related duties as assigned

### **Qualifications:**

- Must prove knowledge of fundraising fundamentals, strategies and trends in data analysis
- Proficient computer skills: Microsoft Office, software platforms and database management
- Ability to use discretion, maintain confidentiality of information and other related matters
- Capacity to establish and maintain cooperative and effective working relationships with others
- Professional demeanor, flexible and able to respond to multiple demands

### **Requirements:**

- Associate Degree or work related experience in database management is preferred
- Previous experience in university advancement, alumni affairs or higher education is a plus
- Adheres to all University policies and procedures as it relates to the Code of Conduct
- Must have some flexibility regarding work schedule

### **How to Apply**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources

Hampton University

Hampton, VA 23668

***\*\*No phone calls***

***\*\*Incomplete applications will not be considered***

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.