

Position Title: Associate Director of Advancement Services

Organization: Medaille College

AFP-WNY Post Date: 3/28/2018

Medaille College seeks applications for a full time Associate Director of Advancement Services. The Associate Director will assist the director with information services, gift processing, maintaining the accuracy and integrity of the fundraising database and prospect management systems.

Examples of specific duties include, but are not limited to, providing reports for use by development officers, the business office and trustees, ensuring donor and gift information is accurately entered into the database, producing acknowledgment letters, establishing appeal and campaign codes for all solicitations, performing data extractions and imports, providing support for audits and researching donor prospects.

The successful candidate must have excellent written, verbal, and interpersonal communication skills, knowledge of Microsoft Office and database administration. Preference is given to candidates with 3-5 years' experience in Raiser's Edge.

Medaille is a growing, private, four-year, liberal arts-based college in Buffalo, New York, serving the educational needs of a diverse student body in Western New York and Southern Ontario through a variety of undergraduate and graduate programs (www.medaille.edu).

Cover letter, resume and three references should be electronically submitted to Barbara Bilotta, Director of Human Resources, Medaille College at bbilotta@medaille.edu.

Review of applications will continue until position is filled. No phone calls please.

Medaille College invites applications from all qualified individuals. We are an equal opportunity employer committed to a diverse faculty, staff and student body.