



POSITION DESCRIPTION

Manager of Advancement Operations

Purpose:

The Manager of Advancement Operations serves as an Advancement project manager focused on helping the entire office reach common goals, accomplish priority projects, foster good communication, and prioritize effective and efficient collaboration as the primary administrative, planning, process, and staff support to the Vice President for Advancement. This is a full-time position.

Responsibilities and Duties:

- **Managing Office Operations**
 - Maintain and manage an Advancement Team group calendar to empower effectiveness of team projects, initiatives, and team goals
 - Manage processing of team timecard approvals alongside the Vice President, reimbursement of expenses, expense reports, and office invoices
 - Coordinate collaboration and communication among the advancement team to facilitate information sharing including scheduling key meetings, retreats, and other special gatherings
 - Monitor and track the advancement team budgets and expenses by providing regular reports and highlighting any issues to the Vice President and team
 - Serve as first hospitable point of contact (email and phone and face to face) for the office, routing those contacts (internal and external) to the right person on the advancement team for follow up
 - Track and generate reports and analytics on advancement team goals and objectives in support of the seminary mission
 - Manage subscriptions and memberships for the office and team members
 - Maintain inventory of office supplies and seminary promotional items and order when needed
 - Coordinate retrieval and distribution of Advancement team mail regularly
 - Maintain office related records and documents
- **Supporting Vice President of Advancement**
 - Serve as staff assistant on all the Vice President's projects and goals in support of the seminary's mission
 - Curating key internal and external communications and decisions to be made in the office to discuss with the Vice President
- **Team Support**
 - Serving as a project manager and in-the-office daily-team coordinator of all staff, encouraging, and helping them as a partner and colleague
 - Representing the Advancement team in a professional and positive manner with internal and external constituencies
 - With Advancement Staff, draft and monitor project plans for the office and team and the persons responsible to insure excellence
 - With Director of Advancement Services, assist with data entry and research projects as needed including but not limited to updating Raiser's Edge Database with actions, attributes, contact information, etc.; assist with processing of donor acknowledgements
 - With Director of Communications, assist with projects as needed to accomplish team and seminary goals

- **Event Planning** In coordination with Advancement and other key staff collaborators, provides support for on- and off-campus by
 - Booking and managing contracts, expenses, and payments within budgets
 - Working with staff to curate an invitation list and send invitations in a timely manner
 - Insuring a welcoming and hospitable environment (nametags, decorations, programs, etc.)

Events may include but are not limited to: APCE Luncheon, Alumni Breakfast at AAR/SBL, Alumni Luncheon at United Methodist Virginia Annual Conference, Alumni Luncheon at the Massanetta Bible Conference, Alumni Luncheon at the biennial PCUSA General Assembly, Sprunt Lectures, NEXT Church social hour, other denominational gatherings

- **Other duties as assigned by the Vice-President of Advancement**

Knowledge and Skills

- The ideal candidate will
 - Have experience working in a coordinating or project management role within a nonprofit or educational institution
 - Be knowledgeable of fundraising principles and best practices
 - Be committed to supporting donors to Union Presbyterian Seminary
 - Have a record of building and maintaining healthy relationships
 - Be an excellent time manager, a good listener, a natural helper, attentive to details, and one who fosters a positive can-do culture
 - Be a respected leader among colleagues, consummate collaborator willing and able to adapt to accomplish priorities
 - A critical thinker who values the educational formation of leaders for the Church and the World
- Required:
 - Excellent interpersonal skills
 - Capacity to work independently on multiple tasks and meet deadlines
 - Ability to work collaboratively in a team-oriented environment
 - Excellent organizational and administrative skills, with attention to detail and accuracy
 - Excellent communication skills, both written and verbal
 - Strong computer skills including Microsoft suite of software
 - Associate's degree from an accredited institution or business school
 - Proven capability to keep confidentialities
- Preferred:
 - Bachelor's Degree from an accredited college or university
 - 2-5 years office work experience
 - Event planning experience
 - Database management capability (Blackbaud Raiser's Edge) and Aventri
 - Knowledge of the Presbyterian Church (USA), its polity, program, and institutions, is helpful
 - Familiarity with Union Presbyterian Seminary

Working Conditions and Status

This is a full-time, administrative (exempt) position located on the Richmond Campus. Benefits include health insurance contributions, paid holidays, vacation and sick leave, 403(b) plan, etc. See benefits list or employee handbook for details. This position will require some evening and weekend working hours, especially during events.

January 2024