



Position: **Director of Advancement Services and Database Management**

Department: Advancement

Full-time or Part-time: FT Exempt

Hours per week: 35

Months per year: 12

Work Schedule: PTS Office Hours; flexible/variable based on programming needs

Reports to: Senior Director of Advancement Services and Strategic Initiatives

**Job Purpose:**

The Director of Advancement Services and Database Management is responsible for the data integrity and analytics that support the fundraising, donor relations, stewardship, and alumni efforts of the Office of Advancement, ensuring alignment with the office's operations strategy. In collaboration with the Senior Director of Advancement Services and Strategic Initiatives and the Advancement team, this role oversees the daily operations and implementation of processes and systems in support of the seminary's goals and priorities.

**Responsibilities:**

1. Design and implement a structure of data analytics, dashboards and reporting that will guide decision-making and ensure data integrity and identify donor trends.
2. Serve as an expert with respect to Advancement data structures, CRM system functionality and best practices for data retention.
3. Assist the Senior Director of Advancement Services and Strategic Initiatives with the implementation of a new CRM platform.
4. Oversee gift entry and receipting, ensuring timely and accurate recording of gifts in compliance with donor intentions.
5. Manage processes for establishing new gift accounts and creating data and revenue feeds between Advancement and the Business Office.
6. Create web-based giving pages for all fundraising initiatives. Assure that web-based giving is functioning and integrated with the CRM,
7. Lead and direct the optimal use, maintenance, and functionality of the CRM system in support of fundraising and constituent needs.

8. Supervise and coach Advancement Coordinator and Gift Accounting Specialist.
9. Assist department with recruitment of Student Workers to assist with outreach to Constituents.
10. Participate in the development and implementation of department procedures and policies to ensure the privacy and security of records.
11. Serve as conversation partner with all areas of Advancement, ensuring appropriate resourcing.
12. Serve on campus-wide CRM Working Group in implementing the plan for integrating the CRM platform so that it supports and contributes to growth across Seminary offices. Serve as primary contact for data exchange and resolution of technology issues.

**Qualifications and Skills:**

1. Bachelor's Degree
2. Minimum of five years Advancement Services experience.
3. 3+ years' experience with Salesforce configuration and integration preferred.
4. Strong Data Management capabilities and understanding of Data governance and strong understanding of proven Advancement best-practices.
5. Through knowledge and demonstrated capability to develop and work with reports and dashboards for various levels of business users.
6. Customer Service Oriented
7. Strong analytical, troubleshooting and problem-solving skills.
8. Excellent verbal and written communication skills
9. Ability to work well both independently and in a team.
10. Excellent organizational and time management skills.
11. Ability to exercise tact and courtesy at all times in order to interact effectively and harmoniously with all members of the Seminary community and as a member of the Advancement team.

***Princeton Theological Seminary reserves the right to amend this position description at any time.***

**We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.**