

**POSITION DESCRIPTION**

Job Title: **Advancement Administrator**

Department: Advancement

Reports to: Chief Advancement Officer

FLSA Status: Non-Exempt Hourly

Updated Date: January 2025

Remote: No

Approved by:

**Summary:** The Advancement Administrator through faithful service, to serve the mission of Kuyper College, is responsible for providing general administrative support for the advancement department.

**Essential Duties and Responsibilities include but are not limited to the following:**

**Database integrity:**

- Design, evaluate, and implement systems in the development of software that increase productivity and assist in the achievement of department goals
- Assist in the integration of the institutional project management software and incorporate the processes of the department into this software
- Regularly perform data hygiene on the constituent databases ensuring that the records are a current and accurate reflection of our supporters
- Develop and maintain systems to track scholarships. Develop stewardship and reporting processes for scholarship representatives
- Evaluate, recommend, and implement improvements in database practices

**Reporting:**

- Generate and distribute monthly and semi-annual reports (giving and benchmarking)
- Provide primary support for executive-level reporting (Chief Advancement Officer, uses for Leadership Team, and Resource and Institutional Effectiveness)
- Provide management over expense reporting and budget reconciliation
- Generate reports on constituencies as requested and conduct donor research through various software programs (i.e. Wealth Engine)
- Work with principal gift officers within Kuyper and the annual giving team within the department to develop appropriate and timely reports

**Administrative Support:**

- Serve as the first point of reception for the Advancement Office. Create and manage mail, email, and call lists; draft and organize correspondence; and maintain the physical department files
- Primary administrative support to the Chief Advancement Officer
- Manage department invoices and supplies. Collaborate with the business office to track department finances
- Stay current with general ledger codes
- Work with the Marketing and Communications Coordinator to ensure timely and consistent distribution of relevant communications (event invites, newsletters, postcards, new donor cards, other media, etc.).
- Record gifts mail receipts to all donors on a timely basis within one to five business days of receipt of the gift

- Assist with activities associated with any events hosted by the department. (fundraising, cultivation, alumni relations, etc)
- Support the Special Events and Alumni Relations Coordinator in logistics and day-of planning of special events.
- Support the Special Events and Alumni Relations Coordinator by tracking event registration for all events where registration is required
- Train all advancement staff on processes and software to increase their understanding of data and how it will assist them in their roles

**Qualifications:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The duties listed above are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or experience:**

- Associate degree, Bachelor's degree is preferred
- Two to Four years of related administrative experience

**Qualities:**

The successful candidate for this role will have the following qualities:

- Dependable
- Time management
- Flexible
- Attention to detail
- Professional
- Personable, able, and willing to work with others, possibly outside their comfort zone
- Strong communication skills, verbal and written

**Interested candidates, please submit a cover letter and resume to  
HRapplications@kuyper.edu**

Please visit our website at [www.kuyper.edu](http://www.kuyper.edu)

**Thank you for your interest in Kuyper College!**