

POSITION DESCRIPTION

Job Title: Advancement Administrator

Department: Advancement

Reports to: Chief Advancement Officer

FLSA Status: Non-Exempt Hourly

Updated Date: January 2026

Remote: No

Administrator

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 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 24-48 hours of receipt of the gift

- Assist with activities associated with any events hosted by the department. (fundraising, cultivation, alumni relations, etc)
- 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 the essential duties. 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 the essential functions. In addition, the ideal candidate will have the potential to take a leadership role with events

Education and/or experience:

- An associate's degree or a 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

Thank you for your interest in Kuyper College!