CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Advancement Services Assistant (Level 5)

DEPARTMENT: Development and University Relations
Lincoln Center

POSITION SUMMARY:
As a key member of the Advancement Services team, the Advancement Services Assistant (Level 5) provides foundational support in Development and University Relations’ (DAUR) work of engaging alumni, donors, and other external constituents by performing a broad range of responsibilities.

This position requires extensive attention to detail, technical aptitude, and a robust understanding of data and data systems. The duties of the Advancement Services Assistant (Level 5) also require a strong ability to manage confidential and sensitive information with appropriate discretion. The Advancement Services Assistant reports to the Senior Director of Advancement Services.

RESPONSIBILITIES:
• Performs daily contribution processing and reconciliation.
• Handles biographical data collection, entry, and validation.
• Performs regular audits, reconciliations, and feeds to the general ledger.
• Focuses on data quality and integrity, research, troubleshooting data issues, proper storage, and destruction of records.
• Assists with business process maintenance.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. A bachelor’s degree in finance, business, computer science, or a related field preferred.
• A minimum of three years of relevant professional experience. An equivalent combination of education and experience may be considered.
• Ability to multi-task and consistently handle a myriad of gift, pledge, and other data processing situations in accordance with department protocols in a fast-paced work environment.
• Expertise in data entry related to financial and constituent record information.
• Extensive experience working with customer relationship management (CRM) systems.
• Highly proficient in Microsoft Office with emphasis in Excel spreadsheet skills including macros, pivot tables, etc.
• Ability to work independently, exercise good judgement, and make accurate independent decisions regarding appropriate recording and retrieval of data.
• Flexibility and adaptability in a complex and evolving technical ecosystem.
• Excellent organizational, interpersonal, and communication skills.
• Strong customer service orientation.
• Strong attention to detail and accuracy.
• Ability to manage confidential and sensitive information with appropriate discretion.
• Experience working in higher education or non-profit institutions, especially in the areas of advancement, alumni relations, or fundraising is a plus.
• Experience in MS Dynamics-based CRM and/or Anthology Encompass is a plus.
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: $1933.32 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: developmentjobs@fordham.edu

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