

Job Description

Job Title:	Manager of Advancement Research (Development Manager) - Institutional Advancement
Job ID:	5202
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Plans and manages College fundraising strategy and operations.

- Implements and monitors comprehensive resource development program; makes recommendations to improve department policies and procedures
- Fulfills specific goals and targets based on individual portfolio
- Assists Director with developing funding strategies and assessing outcomes
- Oversees annual and/or major gift activities to support strategic plan
- Maintains relationships with donors and sponsoring organizations to cultivate and maintain funding
- Prepares financial reports for management; may write grant proposals
- May manage professional and/or clerical staff
- Performs related duties as assigned.

Job Title Name: Development Manager

CONTRACT TITLE

Higher Education Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Lehman College seeks a dynamic, innovative, creative, technologically savvy, individual to join its advancement team heading all aspects of prospect identification, research and tracking. The Manager of Advancement Research will report to Vice President for Institutional Advancement and play a pivotal role in capital campaign planning and preparation. Lehman College is a senior college of the City University of New York system (CUNY).

The Manager of Advancement Research is responsible for providing leadership and strategic direction for the college's advancement research efforts with particular emphasis on support of capital campaign initiatives and major gift development. The Manager participates as an integral member of the core internal planning committee for the capital campaign; partners with the Director of Development and Vice President for Institutional Advancement in planning, implementing and overseeing the prospect management system; evaluates and makes purchasing decisions for research resources including electronic screening.

The duties and responsibilities of the position will include, but are not limited to:

- Formulate, develop and implement proactive research strategies to identify new major gift prospects for capital campaign, major giving, planned giving, and leadership annual giving activities.
- Build, evaluate, maintain and rate a qualified pool of prospects for capital campaign, major giving, planned giving, and leadership annual giving activities.
- Research, qualify, rate and provide strategic advice and analysis about identified prospects with the capacity and inclination to support the College at leadership levels.
- In consultation with the Director of Development and other senior staff members, assist in formulating and maintaining appropriate fundraiser prospect portfolios.
- In consultation with fundraisers, help prioritize prospect portfolios and advise in design of solicitation strategies for capital, major and leadership gifts.
- Partner with the Database Manager to refine and maintain prospect tracking system including coding, integration of prospects and research data into Raisers Edge, creation and maintenance of gift pyramids, etc.
- Partner with the Database Manager to maintain and update Raiser's Edge records on identified prospects, including creating reports, managing information processing, and other system issues.
- Develop reports and/or other instruments to communicate new prospects, upgraded prospects and lead regular prospect meetings.
- Evaluate, monitor and implement appropriate electronic tracking and alerts systems for major donors, trustees and already identified leadership giving prospects.
- Remain current with all the tools available to prospect researchers and integrate best practices of those tools into the department by attending training sessions and communicating with other researchers by means of national and state professional organizational memberships, conferences, virtual seminars and electronic mailing lists focusing on prospect research and general fundraising and philanthropic issues.

MINIMUM QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

OTHER QUALIFICATIONS

Bachelor's degree and six (6) years of experience in research of individuals, corporations and foundations required, preferably in higher education. In addition, candidates should demonstrate knowledge of Lexis Nexis, Dialog and Blackbaud systems as well as MS Office, Blackbaud analytics and Martz and Lundy PPR rating systems. Experience in project, planning and statistical analysis preferred. Candidates must possess excellent writing and formatting skills as well as organizational skills with emphasis on details and quick turnaround time.

COMPENSATION

Commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE

February 9, 2012

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.
