

UNIVERSITY OF DALLAS

Job Number: 12558UD

Advancement Services Assistant

Date Posted: October 12, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Advancement Services Assistant to assist the daily operations of the Office of Development and University Relations through gift processing, data entry, and donor relations support. The position assists and reports to the Director of Advancement Services.

PRIMARY RESPONSIBILITIES

- Complete the daily gift processing cycle including gathering, opening and tracking all donor related mail; creating daily donation logs; entering gifts into the payment processing system and database; updating contact information; and making bank deposits.
- Provides strong customer service to external constituents with respect to gift processing and accounting.
- Updates constituent (alumni, donors, parents, and other university constituents) records in the database.
- Completes all gift acknowledgements including those for planned gifts and multi-year pledges. Compiles tax receipts for donors as requested.
- Tracks donor pledges and initiates pledge reminders.
- Works with team to support the university's stewardship initiatives.
- Works closely with the Controller and Office of Finance to support university fund management practice.
- Works with Information Systems to ensure data integrity.
- Completes other Development and University Relations and general office tasks as needed and assigned.
- Other duties as assigned to ensure the efficient and effective operation of Development and University Relations.

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MINIMUM REQUIREMENTS

- Bachelor's degree required.
- Working knowledge of Microsoft Office suite (Word and Excel).
- Fundamental understanding of accounting practices.
- Strong interpersonal skills working with donors.

PREFERRED QUALIFICATIONS

- Successful working experience of 1-2 years in a development, advancement services, accounting, book-keeping, or database management position preferred.
- University or other nonprofit work experience preferred. Experience with Raiser's Edge, a comparable advancement CRM, or a finance and accounting CRM preferred.

ADDITIONAL INFORMATION

- Ability to successfully prioritize multiple tasks.
- Demonstrated organizational and analytical skills.
- Ability to work independently and as part of a team.
- Effective decision-making and problem-solving skills.
- Ability and integrity to handle confidential data.
- Occasional evening or weekend work in support of Development and University Relations events.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.