

## **Director (Research and Development Services)**

**Full-time**

**Salary Range: 73,200 – 79,000**

**Location: Saint Louis University**

**Please apply on-line at <https://jobs.slu.edu>**

### **JOB DESCRIPTION**

**Job Summary:** Under general direction, directs the division's operations as they relate to data management, gift processing and acknowledgment, and prospect research and management; provides management/regulatory reporting, donor stewardship and technology usage; leads a large team of professional, support and student staff; provides leadership support and resources that will increase Saint Louis University's fundraising success.

### **CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES**

**May include any and/or all of the following:**

1. Leads the division's technology implementations and usage, including SCT Banner, Kintera, CampusCall, WebFOCUS, as well as leading all software bridging initiatives between these technologies.
2. Directs staff organization and administrative operations; supervises accurate recording of information changes and biographical/demographic data; resolves problems and handles Banner projects.
3. Provides leadership involving data management, gift processing, and acknowledgment, focusing on design and oversight of operations systems and processes.
4. Oversees data entry of information into Banner in a timely and accurate manner; authorizes new Banner users and provides training; conducts research and computer searches for pertinent information; oversees processing of program databases; interacts with various University departments to gather data and maintain accurate files and records.
5. Ensures contact reports and/or tracking entries are completed; oversees donor file organization to upgrade, centralize, and modernize the filing process; ensures efficiency and security necessary for confidential information collected.
6. Serves as a key liaison with University business and research units to ensure collaboration and compliance with established procedures.
7. Provides supervision of all research on individuals, corporations, and foundations, which have been identified as prospective donors of the University; oversees production of all research; monitors staff progress; maintains pertinent resources.
8. Leads and supervises a large staff in the division; provides staff development opportunities; continues involvement with professional organizations and peer networking; attends meeting and conferences; performs special projects and other duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledge of fundraising concepts and techniques
- Knowledge of research methodology
- Knowledge of computer application development processes
- Knowledge of Sungard's Banner system
- Interpersonal/human relations skills
- Verbal and written communication skills
- Organizational/planning skills
- Supervisory management skills
- Research skills
- Name recognition ability
- Ability to seek and identify prospective individual and corporate contributors
- Ability to extract data from conversation and documents
- Ability to read analytically, extract pertinent material, and retain information
- Ability to operate personal computer, maintain various databases, and access Internet information

## **MINIMUM QUALIFICATIONS**

### **Education and experience equivalent to:**

Bachelor's degree; supplemented with five (5) years of related experience.

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