



## **DIRECTOR OF ADVANCEMENT SERVICES**

### **Overview**

The Director of Advancement Services is responsible for supporting the Office of Advancement in two distinct areas: fundraising and administration. Administrative duties include daily gift processing, prospect and client research, activity and grant tracking, generating queries and reports from the CRM, generating acknowledgement letters, and managing the CRM. The appointee will spend the other half of their time as a gifts officer, maintaining a portfolio for stewardship, cultivation, and solicitation. Through this position you will help our donors accomplish their philanthropic goals and ambitions through a relationship with Sterling. Together we will develop and execute an annual fundraising plan with the goal of raising \$1.5 million in operating revenue annually and an additional \$1.5 million in restricted program and capital support. To this end, you will generate new ideas that encourage donor loyalty and engage new donors with the College.

The Director reports to the Vice President for Advancement and also serves the President.

### **Position Responsibilities**

- Manage gift entry and track progress.
- Participate in on-going professional development regarding Raiser's Edge and spearhead the improvement of systems (templates, metrics, new tools) to increase efficiency and productivity.
- Produce various queries and reports pertaining to gifts and constituents.
- Maintain the integrity of Raiser's Edge and hardcopy filing systems.
- Assist the Business Office in reconciling revenue accounts on a monthly basis.
- Be the point person for Raiser's Edge, troubleshooting as necessary.
- Maintain accurate and updated contact information of constituents.
- Train, supervise, and manage Work Program students (~2 each year).
- Take a leadership role in institutional resiliency and succession planning as it applies to Raiser's Edge and office processes.
- Facilitate solicitation compliance.
- Maintain familiarity and best practices regarding the Donor Bill of Rights.
- Manage the Sterling Store inventory and prepare orders for mailing.
- Maintain a portfolio of donors.
- Identify, qualify, cultivate, solicit, and steward.
- Coordinate the annual Craft of Sterling online auction.
- Provide support around annual appeals, giving days, and events.
- Provide administrative support to the Vice President for Advancement as needed.
- Other duties and responsibilities as assigned and necessary to meet the evolving needs of the College.



### **Required Qualifications**

- Commitment to the Sterling mission.
- Operation of computers and their applications.
- Organizational skills and detail oriented, including financial and statistical record-keeping techniques.
- Strong oral and written communications skills, as well as interpersonal skills using tact, patience, and courtesy.
- Works well under pressure with periodic heavy workloads.
- Self-starter and self-motivated.
- The ability to complete tasks in a timely manner.
- Establish and maintain cooperative and effective working relationships with others.

### **Preferred Qualifications**

- Working knowledge of CRM software (preferably Raiser's Edge) including the generation of queries and reports.
- Comfortable conducting prospect research and using wealth screening tools.
- Sterling alumna status preferred.
- 5 years of experience in nonprofit development.

### **Position Details**

This is a full-time, exempt, at-will position with frequent weekend and evening commitments. The finalist must be willing to submit to credit and criminal pre-employment screening.

### **Salary & Benefits**

Competitive salary based on experience  
Paid sick leave and vacation  
Paid holidays  
Parental leave  
Paid Bereavement

Medical, Dental, and Vision Insurance  
Basic Term Life Insurance  
Long-Term Disability Insurance  
Travel Accident Insurance  
Retirement Contribution

Sterling College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. Projected annual salary of \$45,000 - \$50,000.



### **Application Process**

The position will remain open until an appointment has been made, but application review will begin immediately. Candidates should send the following materials electronically: cover letter, résumé, and contact information for three references. References will not be contacted without candidate permission. Application materials should be addressed and emailed as a single PDF file to Christina Goodwin '02, Vice President for Advancement ([cgoodwin@sterlingcollege.edu](mailto:cgoodwin@sterlingcollege.edu))

### **Diversity Statement**

Sterling College - its Board of Trustees and Faculty Council - has adopted a detailed ten-year Strategic Initiative, with grant support, that is intended to better promote equity and inclusion across all of its academic programs and in all of the locations in which they take place. Sterling College acknowledges that the land on which its students, faculty, and staff gather is the traditional and unceded territory of the Abenaki and the Shawnee people.

### **About Sterling College**

Founded in 1958 in Craftsbury Common, Vermont, Sterling College advances ecological thinking and action through affordable experiential learning, preparing knowledgeable, skilled, and responsible leaders to face the ecological crises caused by unlimited growth and consumption that threatens the future of the planet. Enrollment in Craftsbury is limited to 125 students. Sterling is home to the School of the New American Farmstead and the Wendell Berry Farming Program, is accredited by the New England Commission of Higher Education, and is one of only nine colleges and universities recognized by the U.S. Department of Education as a "Work College."

The College has received national attention for becoming one of the first institutions in the U.S. to divest from fossil fuels. Sterling has been recognized for its sustainability initiatives by Sierra Magazine and has earned a STARS Gold Rating from the Association for the Advancement of Sustainability in Higher Education for five consecutive years.

[www.sterlingcollege.edu](http://www.sterlingcollege.edu)

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