



# Manager of Advancement Systems

Office of Advancement

Fort Lewis College  
Durango, Colorado

## Position Summary

The Manager of Advancement Systems has primary responsibility for the integrity and effective operations of data management, donor records, and gift processing. The position manages the strategic implementation and use of technological systems to increase and maintain the effectiveness of Fort Lewis College's (FLC) relationships with its alumni, parents, faculty, staff, friends, corporations and foundations. A high degree of efficiency, problem-solving skills, and technical knowledge are necessary for the success of this position. In addition, the Manager should be a forward-thinker, effectively implementing strategies and processes that will contribute to the continued improvement and success of the Advancement Team.

## Minimum Qualifications

- Bachelor's degree with 3+ years of related professional experience
- Supervision of gift processing functions or comparable experience
- Ability to effectively manage a small team, meeting goals and deadlines
- Strong planning, problem solving and analytical skills to independently manage multiple technology systems
- Understanding of and commitment to the mission of an advancement office and its relation to an institutional mission

## Preferred Qualifications

- Experience working in an academic setting in an Advancement or similar department
- Experience building systems and procedures within an advancement office
- Understanding of or experience with technology programs used by the college and the ability to recommend their appropriate application to improve efficiency and effectiveness
- Specialized knowledge of how to fully utilize web-based resources within FLC's software systems
- Technical experience in report and dashboard creation
- Supervisory experience
- Familiarity with Blackbaud products including Raisers Edge, Financial Edge, Net Community, etc.

## Major Responsibilities

- Primary support for the ongoing administration of the Advancement Office information systems including:
  - Blackbaud Raisers Edge NXT
  - Blackbaud Financial Edge NXT
  - Blackbaud Academic Works
  - Omatic
  - Emma
  - Microsoft Office 365, Office, Teams, Forms, SharePoint
  - Document Imaging (system TBD)
- Manages relationships and resources with consulting vendors including:
  - Blackbaud
  - BWF
  - Others as required

- Liaison to the FLC Information Technology Department
  - Works closely with IT department to integrate and utilize campus technology for the Advancement office
- Collaborate with the Advancement Finance Department by providing data, reports and dashboards supporting operations and annual audits.
- Create systems to provide high-quality information that empowers fundraising staff to meet and exceed fundraising and stewardship goals year over year.
- Train and support Advancement Office and other FLC staff with reporting and optimization of RE NXT dashboards and mobile applications.
- Support ongoing system integrations and enhancements of fundraising systems including Blackbaud's Financial Edge, Academic Works, Net Community, and other tools as needed.
- Directly supervise the Gift Entry and Data Integrity staff.
  - Monitor and assign duties
  - Mentor and coach staff in best practices
  - Resolve complex internal and external questions and issues related to gifts and funds.
  - Perform performance evaluations according to FLC policy
- Manage the budget for the Advancement Systems Team.
- Maintains knowledge and awareness of digital accessibility including the American with Disabilities Act and Section 508.
- May serve on FLC committees
- Produces and remediates digitally accessible materials in accordance with FLC standards.
- Perform other duties as assigned

## Work Conditions

The work environment characteristics described here are representative of those that an employee can expect while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Optional work from home privilege

## Compensation

Salary range is between \$58,000 and \$65,000 per year [plus a comprehensive benefits package.](#)

## Application Process

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
  - Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. "How do you envision contributing to Fort Lewis College's commitment to equity and inclusion?"
- Resume
- Names and contact information for three current, professional references

**Submit materials as one PDF file via email to:**

[MAS-Search@fortlewis.edu](mailto:MAS-Search@fortlewis.edu)

**Application materials received by May 23, 2021, will receive full consideration.  
Position will remain open until filled.**

*The successful candidate will be required to submit original, official college transcripts,  
and pass a background check.*

## The College and the Community

[Fort Lewis College](#), a public institution located in [Durango, Colorado](#), offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,300 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

## Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, sex\*, disability, sexual orientation, gender identity, gender expression, family or domestic status, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment.

To file a report, get resources, read policies, or make an appointment, See [www.fortlewis.edu/CARE](http://www.fortlewis.edu/CARE).

Questions about Title IX sex discrimination? Office of the Title 9 Coordinator Molly Wieser 230 Skyhawk Station 1000 Rim Drive Durango, Colorado 81301 (970) 247-7241 <a href="mailto:wieser_m@fortlewis.edu">wieser_m@fortlewis.edu</a>	Other discrimination questions? Office of the Equal Opportunity Coordinator David Pirrone 192 Education Business Hall 1000 Rim Drive Durango, Colorado 81301 (970) 247-7182 <a href="mailto:djpirrone@fortlewis.edu">djpirrone@fortlewis.edu</a>
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Information about Fort Lewis College's alcohol and drug policy, sexual assault policy, campus security policies, campus crime statistics, fire safety procedures and fire statistics, and campus/community resources can be found in the [Annual Security and Fire Safety Report](#). Hard copies are available upon request.

\* Title IX of the Education Amendments of 1972 and Part 106 of the Code of Federal Regulations (CFR) prohibit discrimination on the basis of sex, including in admission and employment. Inquiries about the application of Title IX and CFR 106 to Fort Lewis College may be directed to FLC's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights of the Department of Education.

## ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email [kpolens@fortlewis.edu](mailto:kpolens@fortlewis.edu) at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

