



**Posting Date:** May, 2021

**Position:** Operations Coordinator

**Department:** Advancement

**Hours per Week:** Fulltime / 12  
Month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Operations Coordinator – Advancement located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

<b>Primary Function:</b>	Serves as primary manager for Ellucian's Colleague Advancement database. Creates and implements standard operating procedures for usage of database within Advancement department. Provides data reports for fundraising and donor metrics. Ensures 100% accuracy of Advancement reports and gift records, and maintains clean and regularly updated name/address information on donors, alums and prospects.
--------------------------	---

### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

1. Coordinates the input of donor and alumnae records. Ensures that appropriate fields, codes, and screens are in place for efficient data entry and updates. Prepares and/or updates instruction manuals and procedures to maintain data integrity. Works with other departments, especially Alumnae Relations, Admissions and Registrar's Office to ensure that new records are entered according to our procedures to maintain data integrity.
2. Pulls all data for mailing lists for publications, invitations, telephoning operations and solicitations. Ensures salutations, phone numbers and addresses are properly maintained and updated. Works with Advancement administrative team and mail houses to ensure timely delivery of data. Coordinates in-house mailings utilizing all administrative team support for help.
3. Creates customized queries as needed and ensures query reports are standardized and repeatable. Creates new annual, quarterly and monthly standard reports upon request and



works with IS department on complex data requests. Ensures security of data and confidential use of records.

4. Serves on the Colleague Coordinators Committee as Colleague Coordinator for the advancement and alumnae relations departments. Works with IS team to update Colleague Advancement software, including testing procedures, according to schedule determined by IS and the Colleague Coordinators. Communicates Colleague issues to the advancement and alumnae relations departments and coordinates training as necessary. Suggests database enhancements that may be needed to accomplish the work of these departments.
5. Works with Finance department to verify accuracy of posted transactions to general ledger, requests general ledger numbers for new funds, and provides the necessary reports for auditors as needed.
6. Works with Finance and Financial Aid departments to maintain accurate donor, financial, and recipient information for scholarship.
7. Supports auxiliary databases, for example prospect screening, texting (SignalVine), GiveCampus/Scoreboard and the online alumnae community (iModules), to integrate with Colleague records.
8. Ensures 100% accuracy of all Advancement reporting and records through double-checks of all reports and procedures.
9. Assists with coordinating work for the Advancement student worker(s).
10. Participates in department meetings, committees, and official College functions when appropriate.
11. Respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the ***Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.***
12. Complies with safety procedures and maintain clean and orderly work areas.
13. Performs other duties as necessary to support the mission of the College.

### **Qualifications and Education**

1. Bachelor's degree required.
2. Requires 3-5 years of office experience in a fundraising environment. Knowledge of fundraising databases and gift entry/reporting procedures is required.
3. Excellent customer service and communication skills; requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
4. Strong computer experience — must be proficient in Microsoft *Word, Excel, Outlook, PowerPoint* and *Access*, including mail merge functions and database management. Direct experience with Ellucian Colleague and/or comparable fundraising software is required.



5. Must have strong math skills and ability to analyze data to come to conclusions.
6. Demonstrated organization skills and attention to detail and accuracy; requires strong organizational competence and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
7. Capacity to manage multiple projects while communicating progress and work to stake holders in the projects.
8. Self-directed; strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
9. Requires occasional evening and weekend working hours.
10. Requires the ability to work with and maintain confidential information.
11. Requires the ability to talk and hear. Must be able to freely move throughout the facility. Must have the ability to occasionally lift and/or move up to 20 pounds.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

### **Working Conditions**

General office environment

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter and resume to the online application.**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*