



## Boyden Executive Search Contact

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## Job Summary

The Senior Director, Advancement Services is responsible for leading an Advancement Services team including oversight of gift processing and receipting, database management and administration, mail file and data request fulfillment, operations, and compliance. This position reports to the Vice President of Advancement and participates in the Advancement Leadership team. The Senior Director, Advancement Services provides strategy and overall direction for Advancement Services in support of Simmons University's comprehensive fundraising program, including events and alumnae/i relations.

## Essential Responsibilities

- Manage and mentor Advancement Services team members to provide best in class support for Simmons comprehensive fundraising program. This includes overseeing work, coaching, goal setting, establishing and measuring benchmarks, addressing issues and concerns, and completing the annual staff review process.
- Oversee the gift processing function, ensuring that gifts, grants, and pledges are entered into the Blackbaud CRM and receipted in accordance with Simmons guidelines and federal tax requirements.
- Oversee the policies and processes for maintaining data integrity, compliance, security, and privacy for alumnae/i, donor, and gift information.
- Working with colleagues from across the Advancement Division, oversee all imports and exports of data from online and event donations.
- Work collaboratively with the Simmons IT organization to ensure alignment between university databases, and facilitate data integrity and sharing for key institutional constituencies.
- Manage the processes to ensure successful daily GL close and annual reconciliation for the 990 tax filings. As needed, oversee the partnership with the Finance Department to complete a successful gift processing audit.
- Manage the policies and processes to ensure the successful creation and running of queries for direct mail and email programs, stewardship mailings, event invitations, and requested Advancement-related reports.
- Partner with the Vice President of Advancement to prepare and manage the annual Advancement budget.

- Oversee policies and processes related to Advancement Services invoice submission, credit card reconciliation, and monthly expense reports.
- Set policies and standards for information organization within the Advancement Division, across campus, and for off-site storage, maintenance, and retrieval.

### **Skills & Experience**

- 8-10 years of experience with either Advancement Services or Development Operations in a nonprofit setting. Higher education experience is preferred.
- Strong management experience in leading and motivating a customer service-oriented team.
- Experience with Blackbaud CRM, including creating complex queries.
- Bachelor's degree required.
- Must have a working knowledge of non-profit fundraising and understand the requirements of accepting, processing, receipting, and acknowledging donations.
- Knowledge and familiarity of prospect research, major gift solicitation, annual, legacy and event systems management.
- Proficiency in Google Workplace (Calendar, Slides, Sheets) and Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent project management, verbal and written communication, interpersonal, and critical thinking skills.
- Must be detail oriented and able to prioritize work.
- Ability to work well both independently and as part of a team.

### **Work Environment, Physical Conditions, & Demands**

- This is a hybrid role requiring a minimum of 2 days in the office.
- 40 hours/week.
- Office environment.

**Boyden Contacts****Wendy Wilsker**

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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