

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **November 29th, 2022** and expires **December 5th, 2022**.

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **December 5th 2022**.

JOB NO.

1123-53

WORK AREA

Campus

CLASS & EMPLOYMENT CONDITION

State Program Admin Supervisor, Principal
Full time Unlimited

NORMAL HOURS OF WORK

Monday through Friday
8:00 a.m. to 4:30 p.m.

GENERAL DESCRIPTION OF JOB

This position provides leadership and oversight within the areas of stewardship, supporter engagement, database management, analytics and reporting, scholarship management and Advancement communications. This individual provides strategic direction and guidance to enable the success of all advancement functions and teams. This position works closely with departmental staff and University leadership on a wide variety of operational initiatives: including but not limited to process documentation, cross-training, creating efficiencies and improving effectiveness. This position also oversees the strategy, development, and execution of the stewardship, supporter engagement, scholarship coordination and Advancement communications program. This position also oversees the integrity, accuracy, organization, and maintenance of alumni and donor data.

SKILLS REQUIRED

- Minimum of 5+ years of experience in development, preferably donor relations, stewardship, events management or major gift fundraising
- Experience in data analytics, database management and reporting in higher education or comparable organization.
- Experience with management of staff and budget management.
- Excellent writing, editing, and interpersonal communication skills.
- Positive attitude and solutions focused team-oriented mindset.
- Skilled in navigating complex, multifaceted organizations.

Preferred Qualifications

- Master's Degree
- Proven leader and a strong organizational and innovative thinker with a track record of motivating and developing high-performing teams.
- Demonstrated commitment diversity and contributing to an inclusive working and learning environment.
- Ability to manage multi-phase projects from inception to completion, build consensus among team members, balance multiple concurrent priorities, and work independently and as part of a team.
- Detail-oriented, well organized, focused, goal-oriented, and with a high level of initiative and energy.
- Adept at problem solving and using sound judgment.
- Self-starter who is an active listener and confident decision-maker.

***To be eligible to express an interest bid, an employee must be in the same class/class option as this vacancy.**