



American
Jewish
University

Employer: **American Jewish University**
Job Title: **Manager of Campaign Operations for Advancement**
Status: **Full Time**
Supervisor: **Vice President for Advancement**

Manager of Campaign Operations for Advancement

Reporting to the Vice President for Advancement, the Manager of Campaign Operations leads the operations, infrastructure and analytics of our fund development team. This individual is an expert and coach on fundraising processes and the donor management system (database). The Manager will supervise a team that supports and builds infrastructure for the full breadth of fundraising operations. Liaise between the operations, finance and technology functions and provide opportunities for collaboration and advancement of ideas and best practices across American Jewish University.

AJU seeks a creative and flexible problem solver who has a passion for operations, process and continuous improvement. AJU's ideal candidate for this position is customer-service oriented, self-directed and comfortable learning and leveraging technology in the workplace.

Key Responsibilities include:

- Liaise with Fundraising Team, Vice Presidents, Deans and Directors to understand key business needs and help develop appropriate business processes within our existing systems
- Manage systems and staff for development operations and oversee organizational gift processing, invoicing and recognition including reviewing deposits, wire transfers and stock gifts
- Supervise staff responsible for inputting all donor data and generating mailing lists for University communications
- Develop revenue forecasting infrastructure and tracking activities to create transparency and digestible data to support stakeholder decision-making
- Improve analytical reporting on donor data and develop more simplified, self-service reporting
- Oversee reporting and analytics requests
- Build custom reports
- Maintain reports and dashboards in the CRM
- Create and implement routine data integrity checks that ensures consistency and integrity of data
- Manage dataflow between the CRM and other internal systems
- Design and deliver staff trainings on CRM fundamentals and database expectations, policies, and procedures
- Monitor data related to direct mail program and e-solicitations
- Manage web/print material projects in collaboration with the Marketing and Communications team and work with related vendors as needed
- Manage and track grant, proposal, and reporting calendar and deadlines
- Support grant writers, Vice Presidents, Deans and Directors in the preparation, submission, and management of proposals to private donors, foundations, and corporate sponsors; collaborate with the Accounting and Finance Department to prepare grant budgets; prepare funder reports

This position will work closely with the Director and Assistant Director of Advancement, as well as other university programs and departments, to ensure that priorities and deadlines are being met. The candidate should have the ability to work a flexible schedule, including various evenings and Sundays, as needed for event coverage.

To apply, please email a cover letter and resume to hr@aju.edu.

Minimum Qualifications

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Bachelor's Degree in a related field
- 3+ years of professional experience in operations (fundraising experience preferred)
- A deep and thorough understanding and experience working with a Donor CRM like Blackbaud or Salesforce.com. Data management and reporting expertise strongly preferred.
- Ability to quickly grasp conceptual plans and implement them in a timely manner with close attention to detail and accuracy
- Strong written and verbal communications skills, and the ability to synthesize complex information
- Exceptional interpersonal and customer service skills, with the ability to develop productive working relationships across a wide variety of individuals and groups by phone and in person
- Strong strategic thinking skills with an ability to use data to make decisions and translate strategy to action
- Highly organized and able to track and manage multiple projects simultaneously, including ability to prioritize work projects and meet deadlines
- Proactive attitude, out of the box thinking, good sense of humor and able to thrive in a fast-paced environment
- High ethical standards; ability to maintain confidentiality and discretion

Application Procedure

Submit Cover Letter and Resume to: HR@aju.edu

Resumes submitted without a cover letter will not be reviewed.

Postal Address:

American Jewish University
15600 Mulholland Drive
Los Angeles, CA 90077
310-476-9777

The American Jewish University is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. University policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.