

# Central Christian College of Kansas

## Office Manager: Advancement

**Status:** Full-time (12 months), non-exempt

**Reports to:** Chief Advancement Officer

**Department:** Advancement

**Effective Date:** February 10, 2023

**Location:** McPherson, KS

### JOB SUMMARY

The Advancement Office Manager processes gifts and provides administrative support to the Central Christian College of Kansas Office of Advancement and the CCKK Foundation. These offices either coordinate or participate in fundraising, alumni relations, and marketing activities for the College. Beyond inner-office management, the Manager acts as an ambassador of the College to internal and external constituents, requiring a high degree of interpersonal skills, maturity, and professionalism.

### EDUCATION & EXPERIENCE

- Bachelor's degree preferred
- Experience in providing thorough and complete attention to detail, following multi-stepped processes, and maintaining accurate records
- Strong command of MSOffice, including Word, Excel, and PowerPoint
- Salesforce software experience helpful
- Experience with database software and database management

### ESSENTIAL DUTIES

- Maintain the integrity of the donor database through updating contact information, uploading new information, and periodically cleaning up the database as required
- Manage the processing of all gifts (unrestricted, restricted, endowment and GIK) appropriately and ensure thank you letters and proper stewardship procedures are followed
- Generate donor list and reports as requested
- Work with the Business Office to assist in reconciling gifts to gift revenue recorded on the financial statements; provide accurate gift documentation for annual audit
- Assist with the set-up for quarterly Foundation meetings and the development of minutes
- Provide general office assistance such as organizing, filing, mail merging, revising/editing letters, creating forms and working on spreadsheets
- Handle incoming correspondence and phone calls, take accurate messages, channel calls to the appropriate personnel, and respond to general inquiries
- Maintain organizational needs including handling incoming/outgoing mail, ordering supplies, handling invoices, and ordering funeral flowers
- Help with coordination of staff meetings and agendas, travel planning, and constituent communication
- Acquire and maintain proficiency in advancement databases, CRMs, and SIS
- Help plan and execute special events (as needed); will require working some evenings and weekends
- Assist with preparation of itinerary, arrangement of meals, and all logistics for guests/constituencies
- Maintain the appearance of the advancement office

**SKILLS & ABILITIES**

- Must be able to relate to and communicate with people from diverse backgrounds
- Must be competent in performing basic, up-to-date computer skills (Excel, Word, database management, email, and social media)
- Organized, self-starter, and with an interest in learning about fundraising, fundraising software/database, and/or data analysis; web design background a plus
- Ability to handle highly confidential information in a professional and ethical manner

**NOTICE OF NON-DISCRIMINATION**

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

**AFFIRMATION**

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

\_\_\_\_\_  
Print Name (Employee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date