OFFICE OF HUMAN RESOURCES
POSITION ANNOUNCEMENT

EMPLOYER: Bowie State University

JOB TITLE: Manager of Advancement Services

JOB LOCATION: Bowie, MD

JOB DESCRIPTION: Provide leadership to the gift processing and systems operations in the Division of Institutional Advancement. Maintain overall responsibility for the functional management of advancement information systems. Ensure data integrity and perform analysis and reporting using MS Excel, PeopleSoft, SQL Query and other reporting tools made available by the University System of Maryland. Oversee the compiling of data and information to provide statistical models, forecasts, metrics and analyses in order to solve data processing problems through system implementation and improvement to existing systems. Provide information to marketing and fundraising managers to make informed business decisions, improve work flow via system analysis and data modeling as well as to manage donors and prospects from an individual or segment perspective. Make recommendations for commercial off the shelf software. Provide support for system problem solving such as computer and software malfunctions that serve the advancement information needs of all faculty and other members of the University’s senior executive team regarding relevant data and technology, including monitoring and provide support for financial applications. Test, maintain and monitor computer programs and systems including the installation of new systems when needed. Troubleshoot and respond to inquiries regarding Advancement systems, technology, and data, including running periodic processes to update and load data. Exercise independent judgment and confer with clients to establish, prioritize, and accommodate competing requests for services. Keep documentation up to date, keep current with trends and enhancements to make appropriate recommendations as needed. Overseer efforts to gather, interpret, analyze, evaluate, disseminate and store information; maintain databases; serve as a departmental resource and liaison.

JOB REQUIREMENTS: Job requires a Bachelor’s or higher degree in Management Information Systems or a related field and a minimum two (2) years of experience with database management, programming or data analysis and SQL query experience. Must have prior experience with: Management Information Systems with record of effective project planning and implementation; Microsoft Excel; Report writing tools and SQL; PeopleSoft, Lawson or Deltek enterprise wide system components; and Financial systems software: Advance by SunGuard, Financial Edge by Blackbaud, or Sage ERP.

Qualified applicants should mail cover letter and resume to:

Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD  20715

Bowie State University is an Equal Opportunity/Affirmative Action Employer

Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University’s EEO Officer at 301-860-3442.

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.