



St. Bonaventure University (NY)

## Director of Advancement Operations & Analytics

<b>SALARY</b>	\$70,000.00 - \$75,000.00 Annually	<b>LOCATION</b>	Remote, NY
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	202200593
<b>DIVISION</b>	University Advancement	<b>DEPARTMENT</b>	Advancement Operations
<b>OPENING DATE</b>	04/27/2026		

### Description

The Director of Advancement Operations & Analytics provides strategic leadership for the systems, data infrastructure, and reporting functions that support the University's fundraising and alumni engagement efforts. This role is responsible for optimizing the use of the Advancement CRM (Raiser's Edge NXT), establishing data governance standards, and delivering actionable analytics that inform fundraising strategy, alumni engagement, portfolio management, and institutional decision-making. The Director leads Advancement Operations staff and works in close partnership with Prospect Strategy, Finance, Information Technology, and Advancement colleagues to ensure data integrity, operational efficiency, and alignment with institutional priorities.

### Examples of Duties

Provides strategic oversight of Advancement Operations, including CRM optimization, reporting infrastructure, and data governance to support fundraising and alumni engagement outcomes.	20
Develops and implements a comprehensive reporting and analytics framework that integrates alumni engagement, donor activity, and fundraising outcomes to support portfolio management, pipeline development, and campaign performance.	15
Establishes, documents, and enforces data standards, policies, and procedures to ensure accuracy, consistency, security, and compliance with CASE, IRS, and institutional guidelines.	10
Leads the design and continuous improvement of Advancement systems, workflows, and integrations, including CRM, online giving platforms (e.g., GiveCampus), event systems, and engagement tools, to enhance efficiency and user experience.	10
Supervises and develops Advancement Operations staff, including setting performance expectations, prioritizing work, and ensuring alignment with division goals.	10
Collaborates with Prospect Strategy to support portfolio assignment, recalibration, and performance tracking through data-informed insights, including the integration of alumni engagement indicators into prospect	10

identification and pipeline development.	
Oversees the accurate and timely recording, reconciliation, and reporting of all gifts in coordination with Finance and Administration.	10
Serves as the primary liaison with Information Technology and external vendors regarding CRM functionality, enhancements, and system integrations.	5
Supports annual reporting requirements including VSE, 990, audit requests, and internal institutional reporting.	5
Establishes and maintains professional competency in advancement services, data analytics, and emerging technologies through ongoing professional development.	5

#### Supplemental Functions:

Performs all other duties and responsibilities as assigned.

Some occasional attendance at evening and weekend activities, meetings, events, seminars, and workshops.

### Typical Qualifications

#### Education:

Bachelor's degree required. Master's degree preferred.

#### Years of Experience

Minimum of seven (7) years of progressively responsible experience in advancement operations, data management, analytics, or a related field, including supervisory experience.

#### Knowledge, Skills, and Abilities

- Knowledge, Skills, and Abilities
- Strong expertise in CRM/database systems (Blackbaud Raiser's Edge NXT preferred)
- Experience designing and implementing reporting and analytics frameworks
- Knowledge of CASE, IRS, and advancement reporting standards
- Demonstrated ability to translate data into actionable insights
- Experience integrating alumni engagement metrics with fundraising strategy
- Experience with online giving platforms (e.g., GiveCampus) and their integration with CRM systems preferred
- Strong leadership, organizational, and project management skills
- Ability to manage multiple priorities and lead through change
- Excellent communication and collaboration skills
- High level of integrity and ability to manage confidential information

#### Working Conditions / Physical requirements

Standard office environment. Regular exposure to video display screens. Must be flexible to meet departmental needs, including occasional evenings and weekends.

**Applicants must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.**

Full-time employees at SBU enjoy unparalleled [Benefits](#)

Abundance of Time off

Tuition Remission

- 100% undergraduate tuition remission for employee, spouse, and dependents
- 80% graduate tuition remission for employee (online and ground programs)
- 50% for spouse (ground programs only)

Full Benefit package

- 403b Retirement Plan + 10% Employer contribution after 2 years
- Health Insurance with \$250 Wellness card
- Dental Insurance
- Employer Paid Life insurance
- Short-term Disability
- Employer Paid Long-term Disability
- Employee Assistance Program

Other Perks

- Free access to campus fitness center
- 2 free Division 1 Men's Basketball Season tickets
- Golf course membership discount
- Other National and Local discounts available

St. Bonaventure University is located in the scenic Enchanted Mountain region of Western New York, approximately 75 miles south of Buffalo, New York, with easy access to major metropolitan areas. A close-knit and caring community guided by its values of compassion, wisdom and integrity, St. Bonaventure is dedicated to academic excellence as informed by its Franciscan and liberal arts traditions. The university is committed to developing an inclusive community and preparing leaders dedicated to ethical conduct and compassionate service.

The university currently enrolls approximately 2,000 undergraduate students and more than 1,000 graduate students in its schools of Arts and Sciences, Business, Education, Communication, and Health Professions. U.S. News & World Report ranks SBU in the top 15% of regional universities in the North, for both value and overall. St. Bonaventure is a member of the Atlantic 10 Conference (NCAA Division I), with athletes participating in 20 sports.

**Employer**

St. Bonaventure University (NY)

**Address**

3261 West State Road

St. Bonaventure, New York, 14778

**Website**

<http://www.sbu.edu>