Assistant Manager, Advancement & Alumni (Operations)
Singapore Institute of Technology

Job Title	Assistant Manager, Advancement & Alumni (Operations)
Department	Advancement and Alumni
Institution	Singapore Institute of Technology
	Singapore, , Singapore
Date Posted	Jun. 9, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
	Athletics
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498440/assistant-manager-advancement-alumni-operations
Apply By Email	
Job Description	

Assistant Manager, Advancement & Alumni (Operations)

Job no: 498440
Department: Advancement and Alumni
Contract type: Contract
Apply now

This position's primary role is to manage and perform gift processing operation, including receipt and

acknowledgment of gift contributions, maintaining and updating gift records into the system ensuring confidentiality, promptness and integrity of the database.

Key Responsibilities

- Work with stakeholders to manage and perform gift processing activities such as tracking and recording of donor's records, gift payments, due collections, due gift renewals, gift award schedules and recipients' records
- Maintain an accurate and up-to-date donor and gift records in the Blackbaud RE NXT database
- Maintain an accurate and up-to-date alumni database
- Collaborate and work with related divisions / departments to fulfil job responsibilities.
- Assist in preparing monthly and ad-hoc financial reporting to analyze performances and activities
- Help monitor, track and generate reports on division's budgets and operating expenses, as well as procurement activities
- Assist in administrative duties and supporting the Division's work processes as needed

Job Requirements

- Possess a good university degree. Preferably with IT system knowledge
- With 2 to 4 years of corporate working experience
- Possess a keen learning aptitude. Able to work independently with quick turnaround of work. Meticulous with high degree of work accuracy
- Organised at work, able to multitask and collaborate well with fellow team members
- Good communication and writing skills
- Strong MS Excel and Power Query, as well as Words and Powerpoint skills
- Proficiency in Blackbaud Raiser's Edge system an advantage
- Prior work experience in advancement and alumni operations and database management will be a plus

Apply now
Advertised: 09 Jun 2023 Singapore Standard Time
Applications close: 08 Jul 2023 Singapore Standard Time

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Contact Information

Contact

Singapore