

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

Direct Link: <https://www.AcademicKeys.com/r?job=214984>

Downloaded On: Jul. 2, 2024 11:47pm

Posted Jun. 9, 2023, set to expire Jul. 5, 2024

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

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

Direct Link: <https://www.AcademicKeys.com/r?job=214984>

Downloaded On: Jul. 2, 2024 11:47pm

Posted Jun. 9, 2023, set to expire Jul. 5, 2024

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

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

Direct Link: <https://www.AcademicKeys.com/r?job=214984>

Downloaded On: Jul. 2, 2024 11:47pm

Posted Jun. 9, 2023, set to expire Jul. 5, 2024

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore