

Manager / Senior Manager, Advancement Office  
(Operations & Services)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=237870>

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Posted Jun. 19, 2024, set to expire Oct. 19, 2024

**Job Title** Manager / Senior Manager, Advancement Office (Operations & Services)

**Department** Advancement and Alumni

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jun. 19, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Development/Institutional Advancement

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498705/manager-senior-manager-advancement-office-operations-services>

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**Job Description**

## Manager / Senior Manager, Advancement Office (Operations & Services)

**Job no:** 498705

**Department:** Advancement and Alumni

**Contract type:** Contract

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We are seeking a committed individual to join SIT's Advancement Office. The incumbent plays a key role in SIT's Advancement Office that drives day-to-day operational activities which includes gift processing and donor acknowledgement functions, continuous process improvement and ensures accuracy, security, confidentiality of fundraising database and compliance with SIT's data protection policies.

### **Key Responsibilities**

- Be part of the operation team to ensure smooth operation of end-to-end gift processing and donor acknowledgement functions.
- Ensure continuous improvement in Advancement Office processes through simplification of gift processing workflows/templates and technology adoptions.
- Ensure the accuracy, confidentiality and integrity of fundraising database and compliance with SIT's Data Protection and Privacy Policies and Record Management Policy.
- Be responsible in facilitating end-to-end fundraising data extraction requests which includes proper documentation of data requests to fulfill audit objectives.
- Front collaboration within/across Divisions to ensure the efficient flow of data/information through the moves management cycle and donor engagement cycle.
- Serve as a Division representative for enterprise data/record management and risk management related matters.
- Provide support in other areas of Advancement Office related work as needed, such as Divisional Meetings/Activities/Events.

### **Job Requirements**

- University Degree preferably in Data/Information Management, Information Technology, Finance or Accountancy.
- 2 years of work experience in advancement office operations or an equivalent combination of education and experience.
- 5 years of experience in data and knowledge management, database maintenance, dashboard/report design, knowledge of SharePoint and Raiser's Edge preferred.
- Good track record in project management, especially in technology solutions implementation.

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**Advertised:** 19 Jun 2024 Singapore Standard Time

**Applications close:** 01 Aug 2024 Singapore Standard Time

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**Contact Information**

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

**Contact**

Singapore