

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

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