



COLUMBUS STATE UNIVERSITY

ANNOUNCES A NATIONAL SEARCH FOR THE

Director of Advancement Services

Columbus State University (CSU), a unit of the University System of Georgia, seeks a proactive, highly motivated, and detail-oriented individual to direct and oversee its Advancement Services operations as the **Director of Advancement Services**. *Review of applications begins immediately.*



The Opportunity

Reporting to the Vice President for University Advancement, the Director of Advancement Services is responsible for the day-to-day leadership of the Advancement Services area in providing database administration, reporting and information retrieval, gift processing, records management, reporting, analytics, prospect research, software and system support

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Responsibilities and Duties

- Supervising database administration, report programming, gift processing,

biographical records maintenance, and monitoring progress toward annual, endowment, and capital fundraising goals

- Disseminating routine reports to Development staff
- Developing an annual and long-term operational plan for the use of the database as a strategic tool for the Development Office, including policy and procedure statements to define how the system will be used to support fundraising operations
- Designing and overseeing ongoing staff training program in database and gift administration policies and procedures

Qualifications

A master's degree in a related field and five to seven years of relevant experience are required. Candidate must have a minimum of three to five years of management experience in information, advancement services, development, fundraising, prospect research/management and/or administration for higher education or other non-profit organizations, or equivalent combination of education and experience.

Other requirements include:

- Demonstrated experience in The

Quick Facts about CSU

Established: 1958

Enrollment: 8,200 students, including 1,000 graduate students

Degree Programs: 87 undergraduate, 53 graduate

Faculty: 271 (full-time), 198 (part-time)

Staff: 464 (full-time), 90 (part-time)

Alumni: More than 30,000

Economic Impact: \$236 million (2011)

Colleges and Schools:

- College of the Arts
 - Schwob School of Music
- Turner College of Business
 - TSYS School of Computer Science
- College of Education and Health Professions
 - School of Nursing
- College of Letters and Sciences
- Honors College

Raiser's Edge, Microsoft Office Suite, and statistical reporting software packages

- Demonstrated leadership skills
- Exceptional analytical and reporting skills
- Knowledge of Microsoft Access, Excel, SPSS, SAS or other statistical analysis software as well as an understanding of how to use those tools to direct various analytics projects
- Experience with report design tools and software, including Crystal Reports (preferred) or other similar tools
- Excellent communication skills, including the ability to translate fundraisers' needs into technical output
- Strong analytic and organizational skills
- The ability to manage projects and workflow, using time and resources effectively

About the University

Columbus State University is a comprehensive regional university located 90 miles southwest of Atlanta. The University has a well-diverse student population. It



serves students primarily from the Southeast, while attracting others from 20 nations around the world.

CSU thrives on community partnerships to deliver excellence for students who want to achieve personal and professional success in an increasingly global environment.

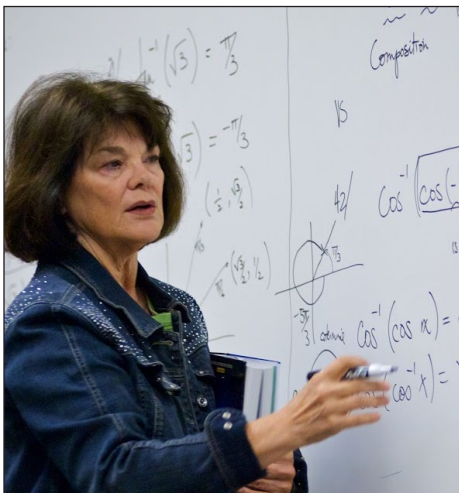
The University offers undergraduate and graduate degrees, including a doctorate in education. The College of Letters and Sciences recently launched a Competitive Premedical Studies Program and has proposed a Master of Science in Natural Sciences program with three tracks: Biology, Environmental Science, and Geoscience. The University also provides a variety of online offerings, including full-

degree programs, and an extensive continuing education program.

In 2013, CSU programs in business and education received national ranking by *U.S. News and World Report*. The institution also was ranked in the top 50 of public comprehensive universities in the South.

The University occupies two campuses: one in suburban Columbus, housing programs in the sciences, business, and humanities. The other, called the RiverPark campus, is in the city's historic downtown on the banks of the Chattahoochee River.

RiverPark encompasses about a dozen buildings, including student



apartments, a space science center, and an academic campus that includes some of the country's most sophisticated teaching and fine and performing arts spaces.

The University also offers courses at Fort Benning.

CSU is a Division II member of the National Collegiate Athletic Association. The Cougars field 14 intercollegiate teams.

About Columbus, Georgia

The third largest city in Georgia, Columbus is one of the South's most cosmopolitan cities with endless dining, entertainment, and family adventures to explore. It also is home to world-class enterprises, such as Aflac, Synovus, W.C. Bradley Company, TSYS, and Fort Benning, the U.S. Army's Maneuver Center of Excellence headquarters.

The Columbus region has more than 350,000 residents and is located within two hours of the capitals of Georgia and Alabama. The city also offers the longest urban whitewater course in the world.

The city is well-known for its cultural arts, largely due to the RiverPark campus. The extensive offerings of visual and performing arts programs and special performers and speakers at CSU attract thousands of visitors from across the region.



Applications & Nominations

Nominations and applications must be sent to:

CSU-AdvServs@myersmcrae.com

Application materials must include a letter of interest, resume, and contact information for five professional references. A successful criminal background check will be required as a condition of employment.

Confidential review of materials begins immediately and continues until the appointment is made. **For full consideration, submit application materials by September 25, 2014.**

Myers McRae Executive Search and Consulting is assisting CSU with the search. The consultant team leaders are:

Emily Parker Myers
President and CEO

Hunter Godsey
Vice President



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*Columbus State University is an affirmative action,
equal opportunity employer committed to diversity in hiring.*