**University Advancement Project Manager**

**JOB SUMMARY**
The University Advancement Project Manager will assist the Vice President for University Advancement in the fulfillment of a wide variety of complex and executive duties. The scope and complexity of these duties require an individual whose primary knowledge, skills, and abilities include the exercise of personal initiative, independent judgment, and high emotional intelligence. They must have knowledge in the areas of finance, non-profit operations, higher education, as well as comprehensive project management experience. This knowledge will serve as the baseline upon which the incumbent will fulfill all assigned tasks and responsibilities.

The position works collaboratively with other divisional leadership teams including Student Affairs, Administration & Finance, and the Colleges of Optometry, Health Sciences and Pharmacy and all clinics. The Advancement Project Manager should have a positive attitude, an active, energetic mind, and a leadership style that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity and kindness. The strong ability to communicate effectively with multiple and diverse constituents, and build effective working relationships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
The Advancement Project Manager will oversee the operations of the office of the Vice President for University Advancement. Specific duties include, but are not limited to:

- Facilitates business process reengineering and changes in operational practices to ensure a standard of excellence in process and deliverables.
- Oversees office operations including budget management/tracking, gift reporting and tracking, and other day-to-day operational needs.
- Facilitates all requests for University Advancement related research, collecting and analyzing data and drafting reports as required for the VP, President and Board of Trustees.
- Maintains a comprehensive project status system -- tracking the status of all items sent to the VP or from the VP -- ensuring that all items are processed and finalized by agreed upon deadline dates.
- Proposes recommendations and solutions to issues and problems directed to the VP, being sensitive to stakeholder considerations and viability of courses of action.
- Represents University Advancement and the VP to campus and off-campus constituents when directed by the VP.
- Assists the VP in managing relationships and communications between the Office of the VP, university entities, alumni and donors.
- Oversees current content on the giving and planned giving websites and works with marketing to ensure that updates are made in a timely manner.
- Manages proposal tracking and reporting for all private support grants from private and corporate foundations and corporate grants.
- Assists the VP in the development and maintenance of policies & procedures for gift acceptance and other policy and procedures needs.
- Perform prospect research and provide reports to the appropriate UA staff when needed.
• Ensures that gifts are recorded in an accurate and timely manner through daily depositing, processing, and recording and receipting of all private contributions for University programs.
• Manages the pledge reminder function for all active pledges to ensure that donors receive reminders in a timely fashion.
• Work with accounting representative to reconcile gift reports on a quarterly or more frequent basis.
• Works closely with a member of the IT team to ensure timely reporting of data from the Jenzabar system.
• Maintains accurate files of regular and confidential data.
• Collects and organizes information needed for conferences, special reports and donor prospect meetings.
• Oversee the scholarship verification process for annual awards and work with appropriate departments to secure information for donor stewardship purposes and prepare stewardship reports to donors.

QUALIFICATION REQUIREMENTS
The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Experience in project management in a non-profit setting.
• Experience in managing change within a large and diverse organization.
• Excellent written and verbal communication skills.
• Ability to exercise independent judgment with a knowledge of professional administrative procedures involving in-depth problem solving techniques.
• Ability to act independently within functional and organizational guidelines and to interpret university policy.

EDUCATION AND/OR EXPERIENCE
The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:
• Bachelor’s degree from an accredited institution of higher education.
• Minimum of five years of demonstrated project management knowledge, skills and abilities in higher education or healthcare.

ABOUT THE ORGANIZATION
Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.
BENEFITS
MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY
Interested candidates, please send a cover letter (including your salary history) along with your resume to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.