



Advancement Operations Assistant

Wofford College invites applications for an operations assistant in the Office of Advancement. Reporting directly to the director of advancement operations, the advancement operations assistant is a full-time, non-exempt position that has primary responsibility for accurate data updates to the advancement database of alumni, parents and friends of the college. The advancement operations assistant is responsible for limited duties related to gift processing. The advancement operations assistant provides support to staff in annual giving, leadership giving, donor relations and alumni engagement.

The normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. Hours of work performance are approximately 40 hours per week. Contingent upon office initiatives and activities, occasional evenings and weekend hours are expected.

KEY RESPONSIBILITIES:

- Collect daily donations received by advancement.
- Prepare an accurate deposit and deliver to the business office.
- Prepare and mail pledge reminders.
- Accurately update existing constituent records and create new records as needed.
- Use of social networks to research/update constituent data.
- Check completed work for accuracy.
- Scan documents into the database.
- Provide support for all areas of advancement as needed.

Other Duties:

- Perform general office duties, such as answering phones and greeting guests.
- Perform other duties or projects as assigned.

Key Competencies and Skills:

- Excellent attention to detail.
- Confidentiality.
- Ability to perform repetitive tasks with a high degree of accuracy.
- Ability to multitask effectively.

QUALIFICATIONS:

An associate's degree is preferred but not required, and minimally three years of experience in the area of data entry and general office duties.

APPLICATION:

Application materials can be submitted electronically to Advancement@wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for minimally three professional references. For assured consideration, application materials must be received no later than August 21, 2021.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown **Spartanburg**, South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation’s 290 Phi BetaKappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous **student organizations**, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Wofford’s priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President’s Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford’s 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford’s Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

EEO STATEMENT:

Wofford College values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact **HumanResources@Wofford.edu**.

A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

COMPLIANCE WITH TITLE IX:

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at **www.wofford.edu/titleix**. Reports can be made to the Title IX coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college’s Title IX coordinator (contact information below) and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov / http://www.ed.gov/ocr