



Job Vacancy Announcement  
**Advancement Services Associate**

**POSITION TITLE:** Advancement Services Associate

**JVA#:** 2025-22

**DEPARTMENT** Bluefield State University Foundation, Inc.

**POSITION SUMMARY:** Bluefield State University is seeking a motivated and detail-oriented **Advancement Services Associate** to help lay the foundation for a comprehensive advancement operation. This position will play a key role in implementing and optimizing the university's advancement module and supporting the broader goals of fundraising, alumni engagement, and donor stewardship.

The ideal candidate will combine strong technical and organizational skills with a people-centered mindset and will collaborate closely with the incoming Director of Advancement. This position also offers the opportunity to engage with current and prospective donors, alumni, and corporate partners to support university development initiatives.

**POSITION CLASSIFICATION/COMPENSATION:** This position is Nonclassified and full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

**CORE RESPONSIBILITIES:**

**Database Development & Management**

- Lead the initial setup, configuration, and customization of the advancement module.
- Design and implement data structures, coding standards, and reporting protocols.
- Ensure data integrity, accuracy, and compliance with industry best practices and privacy regulations.

**Support for Advancement Activities**

- Work closely with the Director of Advancement to develop systems that support fundraising campaigns, alumni engagement, and donor communications.

- Generate reports, mailing lists, and dashboards to support solicitation and stewardship efforts.
- Assist with prospect research and tracking donor interactions.

### **Stakeholder Engagement**

- Participate in donor events, alumni functions, and corporate engagement opportunities as needed.
- Support gift processing and acknowledgment workflows to ensure timely donor stewardship.
- Collaborate with university departments and external partners to align advancement operations with institutional goals.

### **Ongoing System Improvement**

- Serve as the primary liaison with Bluefield State University IT related to the advancement module.
- Monitor system performance and user feedback to drive continuous improvement.
- Stay informed on trends and tools in advancement services and CRM platforms.

**MINIMUM REQUIRED QUALIFICATIONS:** Bachelor's Degree required. Minimum of 1-2 years of experience working in an office or administrative setting (internships and part-time work acceptable). Excellent communication and interpersonal skills, basic experience using databases, spreadsheets, or CRM systems.

**PREFERRED QUALIFICATIONS:** Experience working in advancement services, fundraising, alumni relations, or higher education, database systems, CRM platforms, or donor management software, and familiarity with Ellucian products.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);

3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

**DATE POSTED:** May 9, 2025

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, May 23, 2025. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.*