

# **ADVANCEMENT SERVICES ACCOMPLISHMENTS FY 2005**

The hard work and dedication of the Advancement Services' team resulted in the following accomplishments for FY 2005:

- Completed conversion to Raiser's Edge donor database software
  - Created a new version of Fundware download compatible with RE
  
- Expanded the scholarship database program
  - Implemented 172 enhancements
  - Incorporated all colleges
  
- Completed internal audit of personnel records for IA
  - Updated all position descriptions for Advancement Services' staff
  - Coordinated with departments to update position descriptions
  
- Implemented procedures to streamline the faculty/staff payroll deduction tracking and reporting
  - Processed 804 payroll deduction transactions
  
- Coordinated Foundation Board meetings and activities

# **ADVANCEMENT SERVICES**

## **GOALS**

### **FY 2006**

Advancement Services has identified the following objectives for FY 2006:

- Continue conversion to Raiser's Edge donor database software
  - Create RE equivalent of Millennium reports
  - Import VIP mailing list into RE
  - Implement Blackbaud Net Communities Online
  - Implement Blackbaud Prospect program online
  - Develop training program/book for all programs
  - Develop and implement policies and procedures for programs
  
- Develop online data request system
  
- Update the scholarship database program
  - Student data will be moving from NERDC to Banner
  - Produce and track scholarship approval, chance and cancellation pdf forms from Foundation Accounting
  
- Review acknowledgement letter process
  - Coordinate with RE to improve efficiencies
  
- Streamline tracking and updating of Foundation Board lists, reports and schedules
  
- Update UNF Foundation Policies and Procedures manual
  
- Improve year-end Banner budget request process