

Now Hiring: Fund Manager

📍 Vermillion, SD (preferred) | Full-time

At the **University of South Dakota Foundation & Alumni Association**, our work is simple and powerful: **Create Lasting Impact**. We're looking for a **Fund Manager** to help steward that impact by ensuring donor funds are managed with integrity, clarity, and care.

About the Role

The Fund Manager oversees the full lifecycle of foundation funds from creation through reporting ensuring alignment with donor intent, regulatory compliance, and strong partnerships across campus. This role is a key connector between finance, development, donor relations, and campus stakeholders, turning generosity into meaningful results.

What You'll Do

- Manage foundation funds, gift agreements, and fund activity in collaboration with the Finance and Gift Processing teams.
- Partner with finance to ensure accurate tracking, compliance, and reporting
- Serve as a trusted point of contact for campus partners on fund usage
- Prepare clear, data-informed reports for donors, leadership, and the Board
- Support strong donor stewardship through meaningful impact reporting

What You Bring

- Bachelor's degree in a related field (nonprofit, finance, accounting, business)
- Knowledge of nonprofit compliance and fund accounting
- Strong analytical and communication skills
- Experience with Excel and CRM/fund management systems (Blackbaud preferred)

Why Join USDFAA

- Mission-driven work that directly supports students and programs
- A collaborative, values-based culture
- The opportunity to bring structure, clarity, and excellence to donor impact

Apply here: For more information visit usdalumni.com/careers.

USDFAA values Drive, Accountability, Commitment, and Collaboration

Featured benefits

- Medical insurance
- 401(k)
- Dental insurance
- Paid paternity leave
- Paid maternity leave
- Disability insurance
- Tuition assistance