

Advancement Manager

REPORTS TO: Director of Advancement and Enrollment Management

Basic Expectations:

- Overtly supports and acts in accordance with the school's mission and values
- Demonstrates appropriate planning and preparation for the job assigned
- Exhibits a willingness to learn and implement new initiatives
- Upholds professional standards of personal presentation, punctuality, professional courtesy, customer service and discretion
- Demonstrates basic working knowledge of Microsoft Office and learns other systems/software as required.
- Demonstrates the ability to work with others in a cooperative/team-oriented manner to accomplish goals
- Develops and maintains a safe and healthy atmosphere that inspires others

Primary Responsibilities:

- Works with Director of Advancement and Enrollment Management to grow the advancement efforts of the school
- Assist in planning, communication and execution of events
- Responsible for data entry in the Senior Systems database management system working with the database administrator to ensure data integrity
- Provides administrative and communication support for annual giving campaigns, alumni development as well as other fundraising priorities and special campaigns
- Responsible for all gift processing and acknowledgment production
- Other duties as assigned by the Director of Advancement and Enrollment Management

Qualifications:

- Bachelor's degree or a minimum two years of experience, preferably in development
- Experience working with a variety of database systems
- Demonstrated ability to pay close attention to detail and efficiently manage workflow
- Strong written and oral communication skills
- Event planning experience preferred
- Discretion in handling confidential information
- Ability to act as a partner within Development team, demonstrating a collaborative nature and collective ownership of overall team goals and objectives

Some early morning, evening and weekend work is required (comp time will be provided)

FLSA Status: Non-exempt

Development Manager
(As of October, 2019)