



Position Title: Advancement Services Manager
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Director of Development

Position Purpose:

The Advancement Services Manager is responsible for managing gift processing, donor acknowledgment and recognition, overseeing prospect research, and ensuring data quality within the Development databases.

Essential Functions:

Database and Office Management:

- Manages, oversees, and maintains all information contained in Raiser's Edge database.
- Conducts regular audits to ensure data integrity and quality.
- Documents best practices and enforces protocol for data entry to ensure accurate donor data.
- Inputs and acknowledges all gifts and maintains records of acknowledgment letters.
- Generates database reports and campaign and annual gift tracking and analysis for development staff and the Board of Trustees.
- Organizes and manages campaign and annual giving pipelines in Raiser's Edge.
- Supports all direct mailing.
- Generates capital campaign pledge reminders, tracks pledge payments, and follows up on outstanding pledge cards.
- Pulls and organizes donor lists for the Annual Report.
- Compiles data for annual survey requests.
- Maintains all related financial materials, ensuring that all gift acceptance and management policies and procedures are followed with care.
- Prepares written materials, including correspondence, solicitation and proposal materials, acknowledgments, regular communications, and management reports.
- Maintains positive working relationships with the business office, communications team, and data team.
- Acts as an office manager: order supplies, maintains storage spaces, and assists with general administrative tasks as needed.
- Other duties as assigned by the Director of Development or her designate.

Prospect Research:

- Uncovers new donors through prospect research methods such as data screening and analysis of external wealth information sources.
- Develops and communicates prospect research, management, and lead information to appropriate frontline fundraisers.
- Authors and edits prospect research manuals, reports, and other documents as needed.

Donor Engagement and Events:

- Supports scholarship reporting, including maintaining scholarship spreadsheet and writing annual reports to all scholarship donors and Foundations.
- Supports school events, including donor cultivation events, stewardship events, and other events as determined by the Director of Development.

Qualifications:

- Bachelor's degree or equivalent required.
- Non-profit fundraising experience preferred.
- Experience with database management (and willingness and ability to learn Raiser's Edge).
- Proficiency in Word, Excel, and the Google Suite.
- Exceptional people skills with attention to customer service.
- Excellent written and verbal communication skills.
- Ability to use and analyze data to drive decision making.
- Results-oriented growth mindset with a commitment to professional development and self-improvement.
- Ability to maintain a high level of confidentiality.
- Ability to work independently with a diverse team.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.

- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.

Physical Requirements and Work Environment:

- Lifting and carrying objects up to 30 lbs.
- Regularly use close and distance vision.
- Ability to move around in an office and other spaces on campus.
- A moderate noise level in the work environment.
- Work in a traditional climate-controlled classroom environment with moderate noise level.

Application Procedure

Interested candidates, please **e-mail** a cover letter, resume, and contact information for three references to careers@sch.org.

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