Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God’s greater glory.

Xavier High School seeks a Director of Advancement Services.

Xavier High School is seeking a highly motivated and experienced professional for the position of Director of Advancement Services. Reporting to the Vice President of Advancement, the Director of Advancement Services will play a pivotal role in supporting the school’s fundraising and advancement efforts. This individual will oversee the planning, implementation, and management of all advancement services activities, ensuring efficient and effective donor stewardship, database management, gift processing, and prospect research. The Director of Advancement Services will work closely with the Advancement team and key stakeholders to cultivate relationships, drive philanthropic growth, and promote the mission and values of Xavier High School.

**Title:** Director of Advancement Services  
**Department:** Advancement  
**Reports to:** Vice President for Advancement  
**Position Type:** Year-round, full-time exempt

**Responsibilities:**

1. Develop and implement strategies, policies, and procedures for effective advancement services operations.  
2. Supervise the advancement services assistant.  
3. Ensure compliance with applicable laws, regulations, and ethical standards related to fundraising and donor stewardship.  
4. Oversee the management of the Raiser’s Edge NXT and Anthology Encompass (iModules) databases, ensuring accurate and up-to-date records of constituents, gifts, pledges, and actions.  
5. Develop and maintain data integrity protocols, including regular data hygiene processes and audits.  
7. Coordinate and direct Xavier stewardship events, including the President’s Dinner and scholarship luncheon.  
8. Oversee gift processing procedures, ensuring timely and accurate processing, acknowledgment, and receipting of all donations; schedule and send pledge reminders.
9. Collaborate with finance and accounting teams to reconcile financial records and generate accurate reports.
10. Develop, implement, and manage a stewardship matrix.
11. Draft annual individualized stewardship for donors of scholarship and endowment funds.
12. Develop and implement effective gift acknowledgment strategies, including personalized stewardship plans for major donors.
13. Manage and direct video stewardship efforts through the ThankView platform.
14. Lead prospect research efforts to identify, evaluate, and prioritize potential donors.
15. Provide comprehensive research profiles and analysis to support cultivation and solicitation strategies.
16. Work closely with fundraisers to develop and manage a robust donor pipeline.
17. Seek out information that demonstrates the impact of giving for student beneficiaries and inform donors of the current needs of the school.
18. Generate regular reports and analysis on fundraising activities, donor trends, and campaign progress for the Advancement team and senior leadership.
19. Provide insights and recommendations based on data analysis to inform fundraising strategies and decision-making.
20. Enter gifts during high-volume times of year – December, June, and as needed.
21. Engage in ongoing professional development to stay updated on industry trends, best practices, and technologies.
22. Support Xavier’s mission by participating appropriately in retreat and service programs, and engaging in Jesuit Schools Network (JSN) and USA East province activities.
23. Perform other duties as assigned.

Qualifications:
1. Bachelor’s degree (or equivalent experience).
2. Minimum of 3 years of experience in advancement services or a related field, preferably within an educational or nonprofit setting.
3. Strong knowledge of donor databases (e.g., Raiser’s Edge, Salesforce) and proficiency in data management and analysis. Raiser’s Edge experience strongly preferred.
4. Demonstrated experience in gift processing, donor stewardship, and prospect research.
5. Excellent interpersonal and communications skills, with the ability to build relationships with a diverse range of stakeholders.
6. Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
7. Detail-orientated and highly analytical, with the ability to generate accurate reports and draw insights from data.
8. Commitment to maintaining confidentiality and ethical standards in handling donor information.

To apply, please send a cover letter, resume, and three references to Mr. Shane Lavin, Vice President for Advancement, at lavins@xavierhs.org. Applications will be reviewed as they are received.