Development Associate, Advancement Services – Alumni & Development Office

Horace Mann School seeks an enthusiastic Development Associate to join our fast-paced and friendly Alumni & Development Office. This position is a twelve month, full-time, support staff position reporting to the Director of Development and Annual Giving team. The Development Associate, Advancement Services is responsible for the careful and timely process and management of over $10 million+ in philanthropic donations to the school each year.

The ideal candidate is tech savvy, process focused, detail oriented, thrives on managing multiple projects, and understands the importance of building meaningful relationships with the School’s constituents. This individual oversees day-to-day advancement operations and assures high standards of quality, consistency and accuracy. The annual salary range for this position is $60,000 to $75,000 based on experience.

Responsibilities:

- Receiving and processing all philanthropic gifts in Raiser’s Edge, generating cash receipts and reports for the Business Office, and producing donor acknowledgments;
- Managing our corporate matching gift program, foundation relations, pledge billing, and credit card, stock, and recurring gift processing;
- Creating and providing queries, reports, correspondence and mailing lists to support all Alumni & Development initiatives;
- Ensuring database integrity with timely updates, data analysis queries and accuracy checks, reports, and data management;
- Preparing all donor lists for inclusion in the Annual and Interim Reports, and all CASE, NAIS and other surveys and reports, as needed;
- Assisting and attending Alumni and Development special events. Occasional weekend and evening hours are required;
- Performing other duties and special projects as requested.

Qualifications:

- Minimum five years direct Raiser’s Edge and gift processing experience, knowledge of Raiser’s Edge NXT preferred; experience with Crystal Reports a plus;
- Working knowledge of Microsoft Word, Excel & PowerPoint, familiarity with other related platforms desirable;
- Experience with data analysis, prospect identification, and donor acknowledgement;
- Ability to handle multiple projects, balance priorities and meet deadlines;
- Strong interpersonal skills and an ability to interface professionally with alumni, parents, administration, faculty, and students;
- Must be self-motivated, detail-oriented, and donor-centered. Superior organizational skills, an ability to work independently with minimal direction.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation’s 10 largest independent day schools, as of September, 2022, the School enrolls 1,801 students from 154 zip codes,
representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. Slightly more than 50% of students identified as race other than white and/or as Hispanic/Latinx and 2.6% of students identify as international. Slightly less than 52% of our students identify as girls and 48% of our students identify as boys. A third group expresses a different gender identity. Approximately 15% of our current students receive Financial Aid to attend Horace Mann. Thirty-five percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latinx. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school’s recent $125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should submit a detailed resume and cover letter to: employment@horacemann.org