



HOLDERNESS

Part-Time Advancement Gifts Specialist

Optimal Start Date: Late Winter 2026

Overview

Located amid the lakes and mountains of central New Hampshire, Holderness School is a traditional co-ed independent secondary school, serving grades 9-12. Holderness strives to strike a balance in fostering the resources of the mind, body, and spirit: the mind through a challenging college preparatory curriculum; the body through outdoor activities and required interscholastic athletics; and the spirit through school and community service and affiliation with the Episcopal Church. Holderness remains, by choice, a small school where everybody plays an important role, and where students, faculty, and staff maintain close personal relationships.

Diversity Mission Statement

Holderness School is committed to being a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strengthen our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.

Position Overview

The Gift Specialist plays a critical role in supporting Holderness School's philanthropic efforts by ensuring the accurate and timely processing of all charitable contributions. This position is responsible for recording and acknowledging gifts, managing pledge reconciliations, and collaborating with both the Advancement and Business Offices to maintain accurate financial records. This position reports to the Senior Director of Advancement for Engagement and Operations. This part-time position is anticipated to be 15-20 hours per week during the academic year and minimal hours during the summer. The hiring hourly rate for this position will be \$20-\$23 an hour.

The ideal candidate will:

- Have experience with data entry and be comfortable using technology to manage information accurately.
- Be detail-oriented, highly organized, and able to prioritize effectively.

- Provide excellent customer service and interact with colleagues and donors in a professional, approachable manner.
- Exercise sound judgment and maintain a high level of confidentiality.
- Demonstrate strong organizational skills with the flexibility to adapt to changing priorities.

Job Duties

Gift Processing & Acknowledgements

- Process and accurately record all charitable gifts (checks, online donations, stock, wire transfers, DAFs, matching gifts, etc.) in a timely manner.
- Manage the comprehensive gift receipting and formal tax acknowledgment process, ensuring accuracy, timely delivery, and compliance with IRS regulations.
- Manage the recurring gift donation process, acknowledgements, and follow-up with donors.
- Manage the matching gifts program, including tracking and follow-up with companies and donors.
- Oversee the pledge gift reconciliation process, including reminders and invoicing as needed (typically two times a year). Support Advancement team members by reconciling outstanding pledge reports with fundraising staff.
- Track and process in-memory and in-honor gifts, ensuring proper donor recognition and condolence outreach; collaborate with the Director of Stewardship & Operations on this process.
- Maintain comprehensive electronic documentation and ensure data consistency across Raiser's Edge, Financial Edge, and other systems.
- Maintain organized electronic and/or paper records of all gift-related documentation.
- Assist in maintaining donor and financial records to ensure compliance with best practices in fundraising data management.

Financial Reconciliation and Reporting

- Work closely with the Business Office to reconcile all philanthropic gifts with the school's general ledger.
- Assist in preparing reports for the annual audit and ensure the necessary documentation is available.

Other Projects:

- Update biographical information on constituent records as needed (new contact information, name changes, etc.).
- Constituent research as needed (search for lost addresses, etc.).
- Small-scale data checks and clean up in the database.

Qualifications

- A minimum of 2+ years of professional advancement experience and/or relevant experience in another industry/field.
- Demonstrate proficiency in the use of technology: Raiser's Edge/NXT database, Google Suite, Google Drive, Microsoft Office Suite, Zoom, and willingness to learn other emerging technologies.
- Experience with database/fundraising software systems (Blackbaud's Raiser's Edge/NXT) is a plus.
- Ability to work effectively with teams, attend and support events, and engage with the life of the school.
- Independent school and/or fundraising experience, preferred.

The Process

If interested in this position, please send a resume with a letter of interest to holderness-employment@holderness.org. Applications will be reviewed on a rolling basis.

All employment is contingent upon successful completion of a criminal background check.

Holderness School is an equal-opportunity employer and will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law.