



## CANTERBURY SCHOOL

# Advancement Services Manager

### Summary

Canterbury School, a college preparatory, coeducational boarding and day high school located in New Milford, CT, seeks an **Advancement Services Manager**. The Advancement Services Manager plays a central role in supporting Canterbury School's fundraising, stewardship, and constituent engagement efforts. This position oversees the operational, data, and research functions that enable the Advancement Office to cultivate strong donor relationships and achieve annual and long-term philanthropic goals. The Manager ensures the accuracy, integrity, and strategic use of advancement data; manages essential gift processing and stewardship workflows; and provides analytical and operational support to the Chief Advancement Officer and the broader Advancement team. Occasional night and weekend work as required.

### Responsibilities

#### Services & Data Management (35%)

- Oversee the integrity, performance and quality of data systems and constituent information, while staying updated on the latest developments, system updates, and best practices.
- Manages all aspects of gift processing, ensuring timely, accurate entry and acknowledgment of contributions in Raiser's Edge NXT.
- Generates segmented lists and data pulls to support events, annual fund solicitations, volunteer outreach, and other Advancement initiatives.
- Serves as the primary liaison to the Business Office, ensuring accurate gift accounting, reconciliation, and reporting, posting of gifts and pledges, and the creation of all new funds.

#### Prospect Research and Portfolio Support (25%)

- Conducts proactive research to identify new major-gift, planned giving, and leadership annual giving prospects.
- Prepares individual prospect profiles, briefing documents, and call sheets.
- Manages the preparation of timely and accurate reports for forecasting, as well as regular and ad hoc reports and analyses on prospect pools, campaign fundraising opportunities, and individual fundraiser metrics.

#### Stewardship and Donor Relations Support (25%)

- Coordinates the production of the Annual Report, donor impact reports, and endowment fund reports, ensuring accuracy, clarity, and timely delivery.
- Maintains stewardship calendar to ensure donors receive meaningful recognition and updates on the impact of their philanthropy.
- Assists with the preparation of donor proposals, draft gift agreements, and gift intention documentation.

## **Operational and Analytical Support (15%)**

- Prepares reports, dashboards, and fundraising analyses to inform strategic planning, goal setting, and progress monitoring.
- Supports the Chief Advancement Officer with operational needs, project coordination, and data-driven insights that strengthen the Advancement program.
- Contributes to the development and refinement of systems, policies, and procedures that enhance the efficiency and effectiveness of the Advancement Office.

## **Position Requirements**

- Authentic desire to work in an independent school environment.
- Goal and detail oriented with excellent organizational, writing, and communications skills.
- Ability to meet deadlines and manage multiple projects simultaneously, working independently and as a member of a team.
- Advanced knowledge of Blackbaud Raiser's Edge database, including queries, reports, imports, global changes, prospect tab, and security processes. Knowledge of Raiser's Edge NXT and/or Research Point a plus.
- Proficiency in Microsoft Suite and Google applications.
- Independent secondary school or higher education experience strongly preferred.
- Bachelor's degree required.

## **How to Apply**

Interested candidates should provide a resume and cover letter to Thomas Diascro, Chief Advancement Officer, at [tdiascro@cbury.org](mailto:tdiascro@cbury.org).

Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and non-discrimination.