Job Description: Advancement Services Manager
FSLA: Non Exempt
Date: October 5, 2026
Salary Range: $70,000-$80,000

Join us at Notre Dame Academy - Hingham, an all-female college preparatory high school dedicated to empowering young women in grades 6-12. As a vibrant Catholic learning community sponsored by the Sisters of Notre Dame de Namur, we focus on personal faith formation, academic excellence, and social responsibility.

The Advancement Services Manager is a member of the Advancement team, which engages alumnae, parents, and friends with the Notre Dame Academy community to provide critical philanthropic and other support to the school. The school benefits from a philanthropically inclined prospect pool with potential to invest in the school. The Advancement Services Manager will play an important role in engaging constituents more closely with Notre Dame Academy to strengthen their connection with the school and generously support our priorities.

This position reports to the Executive Director of Advancement and works closely with the other members of the Advancement team.

Key Responsibilities:

- **Database & Data Management:** Maintain and optimize CRM systems (such as Bloomerang and Veracross) to ensure strict data integrity, security, and operational effectiveness.
- **Operations & Stewardship:** Implement office-wide policies, process improvements, and recognition programs that strengthen donor relationships.
- **Reporting & Analytics:** Generate customized reports, dashboards, and constituent data segments to support targeted fundraising campaigns and strategic decision-making.
- **Prospect Research:** Identify, research, and profile potential major donors using wealth screening tools to analyze giving capacity, philanthropic history, and institutional connections.
- **Gift Processing:** Oversee the timely entry, tracking, acknowledgement, and reconciliation of donations and pledges in collaboration with finance departments.
- Other duties as assigned

Qualifications:

- Bachelor's degree preferred;
- 3-5 years experience in nonprofit operations, data management, technology or fundraising.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication.
- Exceptional commitment to ethical standards and the secure handling of confidential donor information.
- Hands-on experience with fundraising databases (experience with Bloomerang a plus) and advanced Excel.
- Strong capability to synthesize data, track financial metrics, and produce accurate financial reconciliations.
- Eagerness to be part of a small team and work in a collaborative, fast-paced environment.
- Flexibility to work some evenings/weekends for school events.

Interested Candidates should submit a cover letter and resume to Debbie Perry, Director of Human Resources at dperry@ndahingham.com

*Notre Dame Academy seeks to create a working and learning environment that reflects our society and community free from discrimination on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, age, handicap, or military service, as defined and required by state and federal laws.