



Job Profile

Job Title:	Advancement Services Manager
Department:	Advancement
Reports to:	Director of Advancement
Date:	8/3/26

Job Status:

Exempt ☒	Non-Exempt ☐
Full-time ☒	Part-time ☐
% time or # of hours:	

General Summary

What is the primary purpose of this position?

The Advancement Services Manager provides strategic leadership for the operational functions of the Advancement Office. This position is responsible for the management, design, and continuous improvement of the school's advancement services, including gift administration, donor database strategy, reporting, stewardship systems, fundraising technology, and business processes that support philanthropic revenue. The person in this position exercises substantial independent judgment in developing operational procedures, establishing data governance standards, evaluating fundraising technologies, ensuring regulatory compliance, analyzing donor information, and recommending operational strategies that improve fundraising effectiveness and donor engagement. This is a full-time, exempt position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Advancement Operations Management

- Serve as primary administrator and in-house expert for the Raiser's Edge database.
- Develop, implement and continually improve operational policies and procedures governing gift administration, donor records, stewardship, and advancement services.
- Develop database standards and quality assurance procedures. Establish and enforce data governance policies.
- Evaluate existing business processes and independently recommend improvements that increase efficiency, accuracy, compliance, and donor satisfaction and retention.
- Develop and maintain department-wide operating procedures and documentation; manage data imports and regular database clean-up procedures.
- Manage year-end reconciliation in preparation of financial audit; provide ongoing reconciliation of gifts with finance records and collaborate on monthly reporting, year-end reporting, and Board reports.
- Process all charitable contributions in a timely manner; generate and distribute gift acknowledgement and tax receipts in accordance with IRS guidelines.
- Recommend and implement operational changes supporting fundraising initiatives and strategic goals.



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- Analyze department workflows and allocate operational priorities to maximize efficiency.
- Develop standards for donor data management and compliance with industry best practices.
- Monitor operational performance and recommend corrective actions when needed.
- Determine constituent coding structures, campaign hierarchies, and reporting methodologies.
- Design complex and regular monthly reporting systems for leadership decision-making.
- Analyze fundraising performance metrics and donor trends and recommend strategic adjustments based on donor trends.
- Determine database configurations supporting fundraising campaigns and identify opportunities to improve fundraising performance through data analysis.
- Provide onsite support at key fundraising and stewardship events including the President Society Event, Dad's Club Auction, Crab Feed, Gala & Auction and Sponsor Reception.
- Successfully foster and support an inclusive educational environment.

Department Technology

- Evaluate, recommend, and implement fundraising technologies, including event software.
- Recommend software enhancements as needed; develop user procedures, training and documentation to ensure compliance.
- Ensure compliance with IRS charitable contribution regulations.
- Develop procedures supporting compliance with accounting standards.
- Evaluate operational risks and recommend corrective measures.
- Ensure donor records meet legal and audit requirements.

Donor Stewardship

- Design and oversee stewardship systems ensuring timely and meaningful donor recognition.
- Recommend donor recognition strategies to enhance regular and repeat giving.
- Develop stewardship protocols and track stewardship touchpoints.
- Generate year-end consolidated tax receipts.
- Evaluate stewardship effectiveness and recommend enhancements.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's degree or equivalent experience in nonprofit management, business, or related field required

Job experience:

- 2–4 years of experience in development operations, database management, or administrative support

Technical/Functional skills:



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- A tech-savvy, avid learner with a keen interest in data, fundraising, nonprofit management and donor relations
- Experience with donor databases/CRMs (e.g., Raiser's Edge, Salesforce, or similar)
- Advanced proficiency in Excel or data management tools
- Strong attention to detail and accuracy in data entry and reporting
- Excellent organizational, analytical, and problem-solving skills
- Ability to manage multiple tasks and meet deadlines
- Strong written and verbal communication skills
- Ability to keep information confidential and interact with parents, donors, and professional community in a discreet manner
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students and their families
- Commitment to the mission and values of the organization
- Ability to work occasional nights and weekends as needed
- Ability to satisfy Diocesan Safe Environment requirements, including a thorough background check
- Ability to lift or move office equipment (typically 20–40 lbs)
- Capability to stand, walk, or sit for extended periods during the school day

Preferred:

- Experience with fundraising events and stewardship programs
- Knowledge of and adherence to basic accounting principles related to gift processing
- Broad knowledge of the advancement functions within a department

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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