

Advancement Services Manager Rosati-Kain High School

Job description

Full time, twelve month, nonexempt

The Advancement Services Manager is fully responsible for the Raiser's Edge database management, communication coordination to various constituents including acknowledgements, as well as assisting the Advancement Director with events, special projects, and cultivation of multiple constituencies. This is a full-time, 12-month position that reports to the Advancement Director and works closely and provides support for the entire advancement and communications team. Some evenings and weekends required.

Accountability: The Advancement Services Manager is accountable to the Advancement Director, who is in turn accountable to the President of Rosati-Kain High School.

Responsibilities:

- To intake, sort, and process all checks/gifts that are delivered to R-K into Raiser's Edge
- Scan all deposits before submitting to finance office
- Oversee the process to input and maintain data records in Raiser's Edge, including all donor and alumnae information to be updated such as addresses, emails and other miscellaneous information
- To process electronically and through regular mail all matching gifts
- To process all credit card payments for gifts, special events, purchases, camps, etc.
- To work closely with the Archdiocesan Accounting Department on reconciling Capital Campaign, Fund for R-K and other gift issues
- To produce and coordinate multiple solicitation mailings each year
- To produce and coordinate all donor acknowledgements, tax letters and other various communications
- To maintain and coordinate all mailing lists, including email for various constituents
- To create reports for the Archdiocesan Finance office, to update the website, and for the Advancement Director and President as needed
- To produce data necessary data to create the Annual Report
- To review and edit Annual Report, R-K Today, and other publications
- To assist with planning and executing events outside of school hours such as Powderpuff, Kolor Run, Unique Boutique, Kaleidoscope Dinner Auction, etc.
- To work with and procure volunteers as needed for the office and events
- To attend Advancement Committee and Alumnae Meetings
- To work with donors on their pledges and any changes needed for gifts
- To manage all aspects of the Giving Garden
- To work closely with the Advancement Director on all fundraising events throughout the year