

St. Francis

CATHOLIC HIGH SCHOOL



JOB PROFILE

Job Title:	Advancement Operations Manager
Department:	Advancement
Reports to:	Director of Advancement
Date:	9/8/2021

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/> % time or # of hours: Click here to enter text.

General Summary

What is the primary purpose of this position?

The Advancement Operations Manager works closely with and supports the Director of Advancement. This position focuses on building the donor community through the creation of meaningful opportunities to identify, engage, and retain donors at all levels of giving. The Advancement Operations Manager is responsible for the efficient and timely operation of all aspects of the Advancement department.

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.

Department Operations:

- Provide coverage for the Director of Advancement during absences, ensuring policies and procedures are followed and timelines of the staff are met.
- Project management and oversight of all department initiatives ensuring timelines and objectives are met. Provide regular updates to the Director on program and early notification if projects may be at risk.
- Successfully onboard and train new staff within the department, including training on how we use Raisers' Edge for consistency and accuracy and as a strategic tool for relationship building.
- Assist Advancement team, President, and Consultants with reports needed from Raiser's Edge.
- Support revenue generating aspects of the department ensuring budget goals are met each year.
- Assist with all special events including tracking donations when they are received, assisting with preparing mobile bidding and event catalog, and computer needs for the event.
- Responsible for event check-in and check-out including software management, etc.
- Update financial information for SFHS on the mobile bidding website. Enter information on auction items and Gala attendees into selected event software system.
- Attend and assist with all Advancement events outside of normal school hours such as the President's Society Reception, SELFe event, Thankful Thursday, Crab Feed, Revelry, Volunteer Appreciation, Senior Sequester, and other alumnae and constituent relations events.
- Prepare information & coordinate with designer for Annual Report, special attention to donor lists and recognition levels.
- Coordinate mailing information with designer for Pax Magazine, all annual fund appeals, and event marketing.
- Submit and record all Advancement invoices submitted for payment in appropriate event budget worksheet.


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Fiscal Management:

- Oversee the daily fiscal and program operations of the Advancement Department.
- Process, record and deposit all incoming gifts into Raisers Edge. Process all deposits in conjunction with finance office.
- Reconcile transactions from gala events. Import/enter tax-deductible transactions from events into Raiser's Edge.
- Work with Director of Advancement on preparing annual Advancement Department Budget, including revenue goal setting.

St. Francis Fund:

- Work with Director and Advancement Associate/Annual Fund on planning a timely, engaging and strategic approach for each fiscal year. Generate reports by appeal and constituent for previous campaigns to use for future planning.
- Generate year-end tax receipts.
- Generate pledge reminder letters on a monthly basis.
- Report on status of pledge payments for specific funding campaigns. Work with Advancement Associate/Annual Fund on appropriate and timely follow up.

Stewardship:

- Prepare timely & accurate acknowledgement letters to contributors for cash, gifts in kind, etc.
- 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.
- Improve procedures for all in the Department with respect to getting information into Raiser's Edge such as high school participation categories (for affinity outreach later), alumnae updates, parent info, etc.

Prospect Research:

- Onboard all new parents and create prospect reports for potential giving and volunteer assignments.
- Assist with ongoing prospect research and compiling grant applications if applicable.

Capital Campaign:

- Provide support to President, Director and Consultant firm for Capital Campaign including identifying prospects to include, setting up appointments and tracking all follow-up in Raisers' Edge.
- Provide administrative support for the "New Day Forward, Built on a Legacy" Campaign. This is a multi-year fundraising campaign currently in the Quiet phase with the Public phase commencing in the 2022 fiscal year.
- Provide administrative support to the Advancement Director, including budget preparation, expense reporting, invoice/contract routing and processing, travel and meeting coordination, proactive calendar management, Raiser's Edge data input and report generation, and file organization and optimization.
- Assist Advancement Director with donor correspondence and gift acknowledgements, special mailings, preparation of donor packets and proposals, and creation of reports and presentations.
- Assist Advancement Director with implementation of campaign-related events, sending invitations, tracking RSVPs, etc.
- Assist Campaign Consultants and Advancement Director to develop and maintain an accurate report of campaign progress to date.
- Conduct prospect research in support of the Campaign and a Major Gifts Program, as



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requested by the Advancement Director, President & Campaign Consultants.

- Utilize internet and wealth screening research tools/resources to locate, analyze and interpret financial capacity and propensity, including compensation information, stocks/options and retirement plans, property transactions, and philanthropic interests.
- Maintain Raiser's Edge database specific to prospect research.

Job Specifications/Requirements

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

Education:

Bachelor's Degree in a related field required.

Job experience:

5-7 years' experience in nonprofit fundraising required; experience in a school environment preferred.

Technical/Functional skills:

- Exceptional project management skills.
- Knowledgeable in computer applications related to the duties of the job. Must have advanced database knowledge, Raiser's Edge preferred.
- Proficient in Microsoft Office applications; advanced knowledge in Excel preferred.
- Understanding of and passion for the St. Francis Catholic High School Mission.
- Excellent organizational skills; detail oriented; ability to self-start and multi-task; must thrive on diverse assignments and deadlines.
- Approach projects, activities and other job functions with flexibility and positivity.
- Ability to work with a variety of constituents in a courteous professional manner.
- Excellent writing and communication skills required.
- Must have broad knowledge of the advancement functions within a department.
- Ability to work occasional nights and weekends as needed.

Other Requirements:

- Other duties may be required as needed.