

St. Francis Catholic High School
Sacramento, California

Advancement Associate
Advancement Services

The Advancement Associate – Advancement Services is appointed by and directly accountable to the Assistant Director of Advancement - Communications of St. Francis Catholic High School. The Advancement Associate – Advancement Services is responsible for ensuring the accuracy, integrity and confidentiality of all donor data and provides support to the Advancement Department by assisting with the creation of reports, developing and implementing policies to guide data entry, ensure the database effectively captures constituent and donor information and generates accurate financial and analytical reports.

Accountability

- Accountable to the Assistant Director of Advancement - Communications

Status

- Non Exempt

Member Of

- Advancement Team

Responsibilities

Faith Community Affairs

- Ensure that all areas of responsibility are operated consistent with the Catholic mission of the school.

Donor Data Management

- Assist Advancement Department with queries, reports, spread sheets, and other data as needed.
- Organize all mailings and appeals with the Advancement Department, the printer and mail house.
- Plan and implement the consistent, accurate and timely processing and accounting of all gifts.
- Establish and maintain policies and procedures that ensure the integrity and confidentiality of all donor data.
- Provide overall support for fundraising; respond to donor inquiries and special requests regarding data.
- Work with program director to maintain strong donor relations.
- Produce donor lists for the annual report publication.

- Make all updates from students to alumnae status and add new parents and new students to the database annually.
- Prioritize assignments, projects, and other workload issues, and maintain and update systems and methods for researching incomplete or missing information on constituents.
- Add new alumnae and perform biographical data updates for existing alumnae. Research lost alumnae and investigate new alumnae information based on returned mail and email, phone disconnections and other data sources.
- Responsible for the accurate reporting and reconciliation with the Finance Department.
- Work with the Technology Department to assure that the latest software updates are installed and functioning and that data is backed up and secure.

Miscellaneous

- Perform additional duties as assigned.

Qualifications

Education/Certification

- Associate Degree.
- Bachelor's Degree preferred.

Experience

- Extensive Raiser's Edge experience required.
- Financial Edge, Education Edge a plus.
- Greater Giving event software experience a plus.
- Microsoft Excel experience required for data management import/exports.
- Prior experience in advancement or a school setting desirable.
- Experience in communications and/or as a writer/editor a plus.

Skills/Knowledge

- Team player with strong organizational skills, attention to detail, the ability to meet and exceed deadlines, and possess strong problem solving skills.
- Possess strong computer skills as well as accurate data entry and solid clerical skills.
- Ability in moving information between databases.
- Adept at working in a fast paced environment.
- Ability to organize and prioritize projects and workflow.

Advancement Associate - Advancement
Services

Date

Assistant Director of Advancement -
Communications

Date