

### **MANAGER OF ADVANCEMENT SERVICES**

Reporting to the Director of Institutional Advancement, the Manager of Advancement Services is the Advancement department's authority on the Raiser's Edge database with responsibility for gift processing and reporting on capital, annual, and endowment gifts to the School. This individual must have a detailed knowledge of Raiser's Edge, particularly focused on gift entry, reporting and data analytics. The Manager of Advancement services will also conduct research using iWave Pro wealth screening software in order to identify and qualify prospects with the capacity to make major gifts. As a member of the Advancement team, this individual must be able to help the staff develop appropriate and efficient ways to track prospective donors, their gift capacity, affiliations, and interests.

### **RESPONSIBILITIES INCLUDES (but are not limited to)**

- Support overall management of the Raiser's Edge database including updating constituent information, creating new records, and data cleanup.
- Record and acknowledge all gifts daily including cash, pledges, stock transfers, wires, matching gifts, and in-kind donations.
- Collaborate with members of the Advancement team to maintain accurate and timely targeting, solicitation, gift entry and acknowledgement processes.
- Provide ongoing support to the Advancement team for standard and custom reports in Raiser's Edge on a timely basis. This includes but is not limited to reports for the annual fund, capital and/or endowment campaigns throughout the year. Working knowledge of Crystal Reports is essential.
- Provide required reports to the Business Office for all gifts and pledges and assist in monthly, quarterly and annual reconciliations.
- Track, real-time, gifts as they come in for the School's two giving days, Giving Tuesday and Nightingale Gives, and update the annual giving team so they can post progress.
- Research prospects and gather information regarding their philanthropic interests, giving capacity, connections, background, etc.
- Prepare profiles and research reports for use by staff and key volunteers involved in leadership, major gift, and campaign work.
- Provide support to phone-a-thons and contact-a-thons, including preparing calling lists, set up, and tracking results.
- Enter and track event registration for certain events throughout the year and provide accounting support for special events including sponsorship billing and reports.
- Close the fund and prepare lists for the Annual Report and overall annual giving breakdown by Fund.
- Prepare funds and acknowledgement letters in Raiser's Edge for upcoming fiscal year.
- Maintain the policies and procedures manual for effective data management.
- Occasional event support is required on evenings and weekends.

## REQUIRED QUALIFICATIONS

- Bachelor's degree
- Candidates must have 3-5 years of Raiser's Edge/NXT and online express database experience and a high level of computer literacy, including experience using online databases, and other sources to locate financial and philanthropic giving.
- Crystal Reports experience is required.
- Experience with wealth management systems with knowledge of iWave PRO a plus.
- Fluent in the latest technology pertinent to job duties and is knowledgeable of database systems, structure, and best practices.
- Is highly analytical and has an inherent attention to detail.
- Has the ability to understand and meet reporting needs and to probe the database for information and analysis.
- Effective communication skills, both orally and in writing; an ability to communicate complex issues, as well as to maintain open communication channels with relevant stakeholders.
- Ability to set goals strategically and oversee execution.
- The successful candidate will be highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple projects under tight deadlines.
- Strong and sound judgement.

## PERSONAL AND PROFESSIONAL CHARACTERISTICS

- A shared understanding of the mission of the School and a demonstrated commitment to the core principles of diversity, equity, and inclusion.
- An appreciation of independent school environment with a passion for all-girls education.
- Excellent attention to detail, professional attitude, a high level of integrity and a strong work ethic.
- High professional and ethical standards for handling confidential information.
- Flexibility and initiative combined with the skills for thriving in a team environment to achieve institutional goals.
- Exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, trustees, donors, and prospective donors.
- Strong organization and project management skills.
- Superb oral and written communication skills.
- High level of initiative, proven ability to work independently and collaboratively.
- Excellent time-management skills and ability to work with tight deadlines.
- Possesses a sense of humor and appreciates this trait in others

To be considered for this opportunity, please visit and apply on our Nightingale career site:  
<https://www.nightingale.org/careers>.

*All interested candidates should submit a cover letter and resume to The Nightingale-Bamford School website. Please specify for Manager of Advancement Services Position.*

## About The Nightingale-Bamford School

Founded by two bold, visionary entrepreneurs in 1920, The Nightingale-Bamford School mission is to inspire girls to go beyond barriers. Tied to this mission is a broader vision of students who are joyful learners who have the intellectual depth and courage to be critical thinkers, compassionate citizens, and agents of their own lives. Nightingale educates girls' minds and hearts and, in so

doing, infuses their lives with meaningful relationships, teaching them to value difference as a means of growth, and empowering them to question the status quo with confidence, empathy, resilience and reason.

Nightingale's commitment to social justice requires that all community members engage actively and thoughtfully in work around diversity, equity and inclusion. We actively encourage applications from candidates with broad and diverse backgrounds.

There are currently 679 students enrolled in the school. Average class size is 12, student to faculty ratio is 6:1. The school is located on the Upper East Side in Manhattan near many museums and Central Park. Students come from throughout New York City, Westchester, and New Jersey.

### ***Equal Employment Opportunity***

*It is the policy of the School to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, actual or perceived domestic violence victim status, disability, veteran status, or any other characteristic protected by applicable law. The School's employment practices and decisions adhere to the principles of non-discrimination and equal employment opportunity.*

*This commitment to equal opportunity applies to and is reflected in all School activities, including, but not limited to, recruiting, interviewing, hiring, staffing, training, promotions, compensation practices, employee benefits, social programs, discipline, and termination of employment. The School maintains zero tolerance for violations of this policy and expects all employees to abide by and support this policy without reservation.*