



ST. JOHN'S NORTHWESTERN ACADEMIES

Job Description

Job Title: Advancement Services Manager

Department: Advancement

Reports To: Chief Advancement Officer

Prepared Date: August 22, 2022

Position Summary:

The Advancement Services Manager plays a key role in supporting the areas of the advancement services to include fundraising, marketing/communications, and alumni relations. The goal of Advancement Services Manager is to organize, manage, and disseminate information to guide the effective execution of advancement activities, and provide administrative support to all aspects of the department.

The Advancement Services Manager will share the vision of St. John's Northwestern Academies, understand the importance of fostering a strong network of connections and engage constituents on various platforms/media. This position will work collaboratively with colleagues throughout all levels and departments of SJNA to maximize department resourcefulness, generate revenue, and foster a positive environment to cultivate support for St. John's Northwestern Academies.

Essential Duties and Responsibilities:

- Manage the daily support operations of the advancement office.
- Maintain an accurate database of all SJNA constituents.
- Facilitate gift entry and processing, to include fulfillment of gift acknowledgements.
- Work with departmentally to prepare and manage donor and financial reports
- Collaborate with department staff as needed in support of various activities and events associated with the advancement team.
- Engage in marketing and communications efforts related to donor relations/stewardship program; may include writing for print and on-line publications.
- Participate in the strategic and long range planning for new initiatives and programs designed to enhance advancement services.
- Assist with SJNA marketing materials for publications such as *The Beacon*, *e-communications Honor Roll of Donors*, website, and special solicitations.
- Attend special functions relating to SJNA advancement initiatives.
- Support the Chief Advancement Officer and President with other duties as assigned.

Knowledge and Qualities:

- Bachelor's degree and 5 years' experience in administrative support services
- Well-organized, analytical, attentive to detail, with an ability to work in an environment of

scheduled deliverables where requirements can change.

- Courteous, professional demeanor that includes a positive attitude, a willingness to work in a collaborative team environment, and an uncompromising commitment to the SJNA's mission •
- Strong work ethic with the ability to work flexible hours including an occasional weekend •
- Self-starter with independent spirit
- Excellent verbal and written communication skills
- Advanced computer skills to include strong working knowledge of MS Word, Excel, Power Point, and database management systems
- Ability to set priorities and simultaneously manage multiple projects
- Ability to represent SJNA's vision and objectives to prospective supporters •
- Ability to organize and work with volunteers
- Strong analytical and problem-solving skills
- Ability to maintain professional discretion and confidentiality at all times

Interested applicants should email their resume to: careers@sjnacademies.org