



Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

Oregon Episcopal School occupies a wooded 59 acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

JOB TITLE: Advancement Services Manager

OES seeks a creative, collaborative, development professional to join its Advancement team. The advancement services manager is primarily responsible for providing long-range and short-term planning, as well as strategic leadership, for the areas of gift processing, database integrity, reporting, data analysis and system enhancements. The manager oversees all aspects of The Raiser's Edge from permissions to reporting and data entry accuracy. This position supervises a part-time development data assistant and reports directly to the director of development.

The successful advancement services manager will be a sophisticated handler of data, collaborative, detail oriented, and yet able to keep the big picture in mind while supporting the OES mission.

This is a full-time, year round, hourly position. It comes with a competitive salary and benefits package including employer paid health insurance, retirement plan with a generous employer matching contribution, tuition remission for up to two admissions eligible children, abundant professional development opportunities, and an excellent free lunch daily. See the [OES Benefits Guide](#) for details.

ESSENTIAL DUTIES:

I. *Record and Database Management*

Oversee the information and records management operations for the Advancement team, primarily through managing the Raiser's Edge 7 database. Proactively exercise independent judgment to determine how best to utilize the Raiser's Edge and other data sources to support the work of the Development Office. Related work includes:

Raiser's Edge Administration

- Coordinate maintenance and upgrades of the Raiser's Edge 7 database with IT, as well as the development of a strategic plan for long-term storage of constituent records.
- Facilitate the exchange of data with contracted vendors including the quarterly NCOA update, Target Analytics, and annual phone and deceased record information appends.
- Coordinate with other departments at OES including the Registrar, Admissions, and HR to receive and provide updates to biographical and contact information for shared constituents. Maintain and work to improve automated and manual data-sharing systems.

Raiser's Edge Reporting

- Provide data upon request in a variety of formats for the use by Development Office and other OES staff, including mailing lists, prospect lists, etc.
- Assess and define standard reporting requirements in collaboration with Development Office staff to design/maintain standard reports using Excel, Crystal Reports, or other software that meet those needs and can be run on-demand by users.
- Prepare and maintain regular reports (gift income, pledge, campaign, prospect, financial, annual donor recognition) necessary to carry out the functions of the department.

Secondary Database Coordination

- Provide leadership and potential oversight of secondary databases and constituent-based software used by Development including Greater Giving (Auction management), Constituent Manager (eNotify/Finalsite), online OES archive (Omeka-based), OES Connect (Graduway alumni networking platform).
- Create or maintain manual or automated integrations with Raiser's Edge records and records in secondary databases.

II. Gift Systems and Gift Records

- Retain and organize gift records per OES's document retention policy, annual audit preparation, and general reporting, in hard copy and electronic files as needed.
- Oversee the distribution of tax receipts to donors.
- Reconcile all journal entries with the Business Office monthly and provide payroll deduction information for donations.
- Work with contracted vendors (such as Finalsite and Diamond Mind payment processing) to update and maintain online giving and event registration pages.

III. Departmental Data Leadership

- Supervise the development data assistant and support their job performance (gift processing, receipting, deposit reporting, and Raiser's Edge constituent record updates). Train new RE users as needed.
- Assume responsibility for constituent and gift data at the annual Auction. Ensure that check-in, night-of data entry and check-out tasks use appropriate data and money-handling practices. This may involve oversight of volunteers or coordination with outside vendors.
- Provide leadership in the collection, analysis, interpretation, use, and dissemination of Advancement-related data for CASE/NAIS, INDEX and other institutional surveys.

IV. Other

- Provide assistance as assigned for special projects, events and programs to members of the Development Office team and volunteers. All-hands on-deck events and activities may include, but are not limited to: Homecoming, the Aardvark Open, Grandparents and Special Friends Day, OES Auction, and Alumni Weekend.

MINIMUM QUALIFICATIONS:

- BA/BS or equivalent
- Three years of experience in non-profit fundraising with similar job duties
- IT Skills: intermediate to advanced MS Office Suite, Google Suite, Raiser's Edge 7 or RE NXT (or equivalent software), and Crystal Reports (or equivalent software)
- Advanced knowledge of fundraising and development activities, including capital campaigns, annual fundraising, and appeal segmentation

- Knowledge of charitable giving regulations to ensure compliance with the IRS and CASE reporting standards
- Intercultural competency, ability to work effectively with people of diverse backgrounds. Ability to think about how data systems impact ability to treat people equitably and with respect
- Availability for occasional evenings and weekends, some travel may be required
- Ability to pass background check and drug screen

PREFERRED QUALIFICATIONS:

- Advancement Services experience in an educational setting
- Five or more years of experience in database management
- Expertise in IT skills listed, including creating and editing Crystal Reports
- Blackbaud Certification in Raiser's Edge at the Professional level
- Basic knowledge of HTML or web design tools

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal skills, ability to collaborate and maintain collegial relationships with colleagues/teams
- Knowledge of and ability to adhere to professional standards of confidentiality
- Organizational skills, ability to juggle multiple and often competing deadlines
- Experience in (or ability to learn) WRIKE project management software
- Excellent verbal and written communication skills
- Ability to identify key elements of processes in order to clearly document procedures

PHYSICAL REQUIREMENTS:

- Ability to sit or stand at computer and keyboard for substantial periods
- Ability to communicate clearly
- Ability to lift and carry up to 20 pounds on an occasional basis
- Ability to move about the OES campus and off campus venues, to include climbing stairs

COMPENSATION: Starts at \$25 to \$27 per hour depending on experience

APPLICATION PROCESS: Visit www.oes.edu/careers to learn more about OES. Nonprofit Professionals Now is supporting Oregon Episcopal School in its search for an Advancement Services Manager. Application information is available here: <https://npprofessionals.com/career-center/view-listing/open/1360>.

All applications will need a resume, cover letter and completed screening questions. Interviews will be conducted using phone and video resources. Final interviews and initial work schedules/locations may be impacted by lingering responses to COVID-19. **Application Deadline: May 14, 2020.**

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.