

Advancement Services Manager Job Description

The Advancement Services Manager is a critical member of the Advancement team at Austin Montessori School, with responsibilities in development operations, fundraising, and communications. This includes the management of all donation data entry, donor database oversight, fundraising reporting, website fundraising platforms management, and donor acknowledgment and recognition. The Advancement Services Manager will also execute the annual fund campaign.

The Advancement Services Manager reports to the Chief Advancement Officer and is based at our Sunset Trail campus located in South Austin. This position is a full-time role, 12-month role with an annual salary range of \$65,000 - \$75,000, based on professional experience.

Key Responsibilities

Development Operations

- Enter and maintain data in fundraising CRM
- Participate in implementation of new fundraising CRM, Raiser's Edge NXT
- Create and run queries and reports
- Generate lists for fundraising and communication efforts
- Oversee gift processing and donor acknowledgment, including drafting and preparing thank you letters
- Manage payment processor accounts (Blackbaud Merchant Services)
- In partnership with the Chief Advancement Officer, work with finance team on monthly gift reconciliation and reporting

Fundraising

- Conduct donor research and prepare profiles on current and prospective donors
- Execute multi-channel annual fund campaign, including mail, email, and social media communications
- Oversee municipal, state, and federal grants

Communications and Marketing

- Maintain AMS-wide communications calendar
- Manage "Giving" pages of Austin Montessori website
- Produce digital annual report
- Oversee Austin Montessori social media accounts
- Manage print collateral projects

Education and Experience

- Bachelor's degree or equivalent combination of education and experience
- Minimum three years of nonprofit experience, preferably in a development department
- Proficiency in Microsoft Office 365 products, including Word and Excel
- Experience working in Google Workspace
- Experience working in a fundraising CRM, particularly Raiser's Edge NXT

Qualifications

- Strong skills in organizing and prioritizing work to meet goals and deadlines
- Demonstrated writing, editing, and proofreading skills for related fundraising content
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders
- Ability to work independently and collaboratively in a team environment, with initiative and self-motivation

TO APPLY

Please submit your current résumé and a cover letter to Jennifer Wijangco, Chief Advancement Officer, to jenniferw@austinmontessori.org.

About Austin Montessori School

Austin Montessori School is a private school for children and adolescents from 18 months to 15 years of age, and the oldest Montessori school in Austin, Texas. The mission of Austin Montessori School is to guide the development of each child towards their full and unknown potential. We cultivate compassion and respect, independence and belonging, and freedom and self-discipline, in rich academic and social environments that honor the complementary needs of the individual and the community. We provide an educational setting that is inclusive, recognizes the authentic nature of the child, and nurtures a reverence for the natural order of the universe.