

Advancement Services Manager

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Advancement Services Manager with responsibilities to begin as soon as possible.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree or higher preferred
- Strong data management experience and ability to adapt to new technologies; Raiser's Edge experience preferred
- Proficiency with office technologies (Microsoft Word, Excel, etc.)
- Proven attention to detail, commitment to accuracy and high level of personal organization
- Ability to exercise judgment, diplomacy and confidentiality
- Strong communication skills (written, oral and interpersonal)

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Work with development/alumni team to manage department's information systems. Utilize industry-standard best practices to improve data systems, outcomes and efficiencies.
- Serve as primary Raiser's Edge database administrator for development/alumni team. Flag concerns, propose solutions for improvement and provide staff training.
- Partner with technology department and other admins on systems integrations and cross-campus data management. Engage with third-party vendors to enhance capabilities.
- Provide gift officers with prospect management support. Conduct ongoing analysis to ensure portfolios are populated with promising prospects. Conduct research, develop profiles, and assist with tracking and reporting needs.
- Develop/update critical financial reports and dashboards that monitor development/alumni team key performance indicators and fulfill obligations for external audits and reporting.

- Adhere to high standards of exceptional customer service, meaningful stewardship and donor-centered operations.
- Provide general support for mailings, special events, etc., as needed.

Physical Conditions (candidates must be able to manage the following conditions):

- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- A non-smoking campus

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.