



**St. Theodore Guerin High School**  
15300 Gray Road  
Noblesville, Indiana 46062

Telephone 317-582-0120  
Fax 317-219-0582  
[guerincatholic.org](http://guerincatholic.org)

## Advancement Service Manager

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time **Advancement Service Manager**.

### Position Summary

The Advancement Service Manager supports the Vice President of Advancement and has numerous responsibilities, which include, but are not limited to:

- Execute Advancement Department strategy to reach annual goals and support fund-raising initiatives.
- Act as Raiser's Edge database administrator and expert.
- Develop and maintain procedures to ensure the integrity of database information.
- Process new or updated information into the database as needed.
- Process all gifts.
- Generate and mail gift acknowledgment letters and receipts.
- Manage fundraising event registrations.
- Help manage event logistics as needed.
- Continuously improve the quality of alumni and donor data.
- Ensure compliance with fundraising policies, goals and procedures.
- Identify, develop, implement and maintain database policies and procedures as related to all fundraising activities.
- Produce targeted mailing lists for communications, solicitations, invitations, etc.,
- Support the Vice President of Advancement and the President by making sure they have efficient, effective tracking systems to support their cultivation and solicitation efforts.
- Provide full services support for comprehensive campaign including tracking next steps, pledge commitments, solicitation strategy management and reporting.
- Develop donor prospect lists and analyze current donor prospect lists for cultivation and solicitation.
- Interface with finance department and general-ledger accounting staff regarding gift entry, gift posting, fund creation, gift restrictions and audit reporting.

### Qualifications

To be considered, candidates must:

- Have 3-5 years of experience using Raiser's Edge.
- Be able to honor and maintain confidentiality.
- Have excellent verbal, written, and communication skills.
- Have a strong attention to detail.
- Possess respect and ability to uphold Catholic school teachings.
- Have adeptness with multitasking.
- Have excellent organizational skills.
- Be able to work independently, use initiative, and make substantive decisions quickly.
- Have computer literacy that includes keyboarding ability and proficiency with word processing, spreadsheets, and presentations.
- Have the ability to develop knowledge of, respect for, and skills to engage people from different backgrounds.

### Contact Information

Interested and qualified candidates are asked to submit a letter of interest and résumé to [apply@guerincatholic.org](mailto:apply@guerincatholic.org). Applications will be accepted until **May 23, 2019** or until the position is filled.