

**June 2020**

**Western Reserve Academy - Hudson, Ohio  
Assistant Director of Advancement Services**

The Assistant Director of Advancement Services reports to the Director of Advancement Services and plays an essential role in the maintenance and improvement of all data systems related to the Office of Advancement. The Assistant Director is responsible for executing numerous functions, including: gift processing, gift receipting/acknowledgement, reporting, constituent records creation and data maintenance.

**Essential Functions:**

- Execute the gift processing function, including recording and reporting of gifts/pledges/pledge payments and sending appropriate gift acknowledgement letters.
- Organize and maintain constituent records and data within the Advancement database accurately and in a timely manner. Recommend improvements for Advancement data processes.
- Provide support for web-based giving transactions. Update Advancement webpages.
- Event registration: process payments prior to and during events, assign seating/accommodations, coordinate check-in and reconcile post event records.
- Datamining: Extract required information from the database and support Advancement team in running queries, lists and reports. Serve as a resource for staff who run their own frequently used reports. Collaborate with director in activities to assess/track progress in all program areas (annual giving, major gifts, planned giving). This may include compiling regular data updates, creating the Annual Report of Giving and pulling segmented mailing lists for appeals.
- Special projects as assigned, such as: searching for lost alumni, gathering information about or reporting on endowed funds, preparing communications to specific alumni and new student/family record entry.

**Qualifications:**

- Bachelor's degree preferred. Two to three years of development or transferable experience.
- Strong comfort level and experience with Microsoft Office applications and Raiser's Edge or a similar database.
- Self-motivated team player who consistently produces accurate and timely work as a result of strong organization and attention to detail.
- Ability to prioritize and multitask. Maintain confidentiality and discretion.
- Communicate professionally (verbally, in writing and in person), while maintaining a positive attitude and sense of humor. Strong customer service skills are essential.
- Demonstrate willingness to collaborate, problem solving skills, creativity and flexibility.
- Interest in exploring new technologies related to Raisers Edge NXT and the Advancement field.
- Experience in development and/or independent schools as a student, staff member or volunteer is preferred.
- Familiarity with event planning and registration processes.
- Ability to work evenings and weekends on occasion.

Please submit a cover letter and resume to: [wrarecruiting@wra.net](mailto:wrarecruiting@wra.net) or visit <https://www.wra.net/about-wra/employment>