Associate Manager: Advancement Services & Donor Relations

St. Andrew’s Episcopal School is seeking a dedicated Associate Manager of Advancement Services & Donor Relations to provide support for the Development/Communications Office team. This position supports a dynamic, fast-paced office of six team members on both the 31st Street and Southwest Parkway campuses.

Duties for this Associate Manager include maintaining an accurate donor database at all times, preparing progress reports, tracking contributions, preparing and managing mailing lists, assisting with event planning, liaising with consultants, ensuring timely acknowledgment of contributions, tracking revenue and expenditure, maintaining office supplies and managing office needs, providing administrative assistance to the Development/Communications team, interacting with students and families, and supporting all St. Andrew’s fundraising campaigns.

The ideal candidate for this role should possess good people skills, exceptional communication skills, and time management skills. The Associate Manager should enhance efficiency of administrative functions, sustain organizational growth, maintain positive relations with donors, and ensure the integrity of development processes.

This position regularly exercises discretion and judgment concerning both routine and confidential matters and acts in a public relations capacity in all forms of communication. The ability to exercise independent judgment and action is essential. This position is expected to work cooperatively and collaboratively with other employees in the spirit of teamwork and collegiality and comply with all St. Andrew’s policies and guidelines.

Specific Duties:

Database Maintenance

- Maintains current Blackbaud certification and stays current on Blackbaud upgrades/training
- Updates and maintains records for parents, grandparents, students, alumni, and donors
- Manages reservations and registrations for events when needed and updates new data in coordination with Special Events and Annual Giving
- Runs queries and reports as needed
- Maintains online giving daily

Gift/Pledge Management

- Generates invoices and follow-up for all annual and capital pledges, event sponsorships, auction items, and other campaign items
- Generates acknowledgment letters; obtains appropriate signatures; and mail
- Copies checks and reconciles gift records with Business Office
Capital Campaign Management

- Assists the Director of Development and Major Gifts Officer with donor appointments and appropriate follow-up
- Records all gifts and ensures appropriate tracking, billing, acknowledgements, and naming rights are accounted for

Office Management

- Supports administrative requests such as receipt reconciliation and submissions, travel booking and itineraries, transcribing meeting notes, etc.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintains shared conference room space
- Maintains file systems and departmental records
- Creates and maintains prospect and donor correspondence files
- Cover the front reception desk when needed
- Attends weekly staff meetings

Special Events

- In coordination with the Associate Manager of Marketing & Special Events, assists with planning and day-of duties for St. Andrew’s special events as needed
- Supports events needs ranging from flower arranging, pick-up and delivery of items, to creation of special event materials (nametags, programs, etc.)
- Supports the Gala for Financial Aid administrative needs; registering donors, table assignments, online auction database management and other needs as requested

Support for Development Office

- Supports the Development Office’s administrative needs and contributes to team effort by accomplishing related results as needed
- Greets visitors, parents, faculty, staff, students, and donors
- Is knowledgeable about the campus, St. Andrew’s personnel and programs
- Performs other duties as assigned
Qualifications:

- Bachelor’s Degree preferred, proven admin or assistant experience required
- Minimum of 5 years experience in non-profit administrative or management work, preferably in education
- Blackbaud and/or donor database experience required
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to successfully manage multi-functional or diverse areas, including special events
- Must have excellent interpersonal skills and a demonstrated record of completing assignments
- Handle sensitive information in a confidential manner
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office

St. Andrew’s is a co-educational Episcopal K-12 day school, enrolling approximately 950 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew’s School in Austin, please access our website: www.sasaustin.org.

St. Andrew’s is dedicated to hiring a diverse community. If you are interested in this position, please email your resume, application, letter of interest, and references to Michelle Roe, Director of Finance and Human Resources, at hr@sasaustin.org.

St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.

St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.