



Contact: Paul Gargaro
Director of Advancement
pgargaro@greenhillsschool.org

ASSOCIATE DIRECTOR OF ADVANCEMENT, DONOR, AND CONSTITUENT SERVICES

Department: Advancement Office

FLSA: Exempt

Reports to: Paul Gargaro, Director of Advancement

Schedule: Full Time, Calendar Year

Designation: Administrative

Travel: Rare

POSITION SUMMARY

Greenhills School, an independent school serving approximately 690 students in grades 6 through 12, has an opening for a highly-qualified, detail-oriented professional to be responsible for the gift processing and prospect research needs of our Advancement Office. The Associate Director of Advancement, Donor, and Constituent Services will manage the donor database to account for all gifts to the school, and generate timely donor acknowledgments. The Associate Director will generate, verify, and track prospect research across all donor constituencies and support the presentation of advancement-related events. The Associate Director will also work in collaboration with the Advancement office team, Head of School, and Communications department to present related community events and communications, including a variety of parent and alumni engagement activities.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered educators and role models who bring joy and good humor to our school, work collaboratively with colleagues, seek and respond to feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.



DUTIES AND RESPONSIBILITIES:

- Manage the school's Raiser's Edge database and associated RENXT management tool, including gift entry and processing, changes to donor records, dashboard set-ups, and integration of new systems.
- Manage the process for timely acknowledgment of all gifts.
- Manage process for ensuring all records are accurate and consistent across school communications platforms.
- In partnership with the Director of Advancement and the Associate Director of Alumni Relations, oversee research and information management related to donor development and stewardship.
- Utilize prospect research and data mining techniques to identify donor prospects and help manage existing donor relationships. Record relevant findings into the Raiser's Edge donor database.
- Generate prospect profiles in support of major gift solicitations and related donor engagement.
- Conduct and refresh wealth screenings.
- Run reports, queries, and related list pulls in support of advancement-related activities, including solicitations, on- and off-site visits, reunions, and special events.
- Collaborate with the Director of Advancement, Associate Director of Alumni Relations, and Communications Department on presentation of community-related events, publications, and outreach.
- Prepare prospect giving and major gift tracking reports to guide/navigate prospect managers through donor cultivations, asks, and stewardship.
- Work closely with the Director of Advancement and Director of Information Technology on related upgrades and potential changes to Raiser's Edge or wealth screening software tools.
- Work closely with the Director of Advancement and the Business Office to ensure accuracy and integrity for yearly audits and reporting.
- Uphold the ethical and confidentiality guidelines of the School, and the standards of our independent school peer institutions.

SKILLS AND EXPERIENCE REQUIRED:

- Demonstrated expertise with fundraising databases -- Raiser's Edge (and RENXT) preferred
- Strong computing and analytic skills
- Highly organized, decisive, efficient, and detail oriented
- Excellent communications skills -- written, oral, and listening
- Self-motivated, determined, adaptable, and desire to problem solve



- Ability to aggregate and analyze data into concise, user-friendly information
- Positive, collegial, and service-oriented
- Commitment to professional development, and ability to share knowledge
- Ability to maintain confidentiality and discretion at all times
- College degree with at least 1-3 years professional experience in database management, information management systems, or development research

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS:

- Work is conducted primarily in an office environment / outside environment
- Operates machinery used in typical school-based administrative office
- Greenhills School property is a tobacco-free environment.
- Covid vaccination is required

ADDITIONAL INFORMATION

Interested candidates should submit a cover letter with résumé/CV, and contact information from three references from current and recent supervisors to Director of Advancement Paul Gargaro at pgargaro@greenhillsschool.org. No phone inquiries please.

Compensation: Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HSA/FSA options, and retirement benefits through TIAA-CREF.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer.

Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.