

Santa Margarita Eagle Foundation
A Foundation for Santa Margarita Catholic High School

Position Title: **Advancement Operations Manager**

**Reporting
Responsibilities:** Sr. Director of Advancement

Duties: Position has the responsibilities to:

General:

- Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Good written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies. Communicates in a diplomatic and professional manner at all hierarchical levels Strong organizational, analytical and critical thinking skills. Strong skills in maintaining confidentiality.
- Oversee Raiser's Edge database to ensure stable and accurate records are maintained.
- Analyze, process, and assign incoming data requests to include Raiser's Edge queries, reports, pledge reminders and various constituency reports and mailings.
- Assist with donor research cultivation and solicitations
- Maintain lifetime giving records and ensure proper donor signage is implemented and maintained.
- Maintain records and communicate with Business Alliance sponsors regarding billing, stewardship and benefits included in the program in coordination with advancement team.
- Assist with Annual Fund planning, preparation execution.

Events:

- Work with Sr. Director of Advancement to achieve fundraising goals, maintain budgets and benchmarks.
- Assist with planning and execution of advancement events including but not limited to Blue and Gold Gala, Eagle Classic Golf Tournament, Scholarship Receptions, New Parent Dinner, Appreciation Dinner other advancement events as needed.
- Manage event information through Greater Giving and auction process working with volunteers to assure accountability for proper recording by Advancement Coordinator and reporting to the Business Office as necessary.
- Preparing post-event evaluation and analysis reports and documentation of all event information for future reference.
- Assist with cultivation events, fundraising events, building dedications, groundbreaking events, and special events.
- Additional duties as assigned by the Sr. Director of Advancement

Qualifications or Requirements:

- Bachelor Degree required with Development or Advancement experience. Experience with Raiser's Edge fund-raising software program, proficiency with Excel, Microsoft Word and Power Point; attention to detail and accuracy;
- Excellent interpersonal, organizational and writing skills; Highly motivated and team player.

Work Schedule:

- Full-Time, 12-month, Nonexempt position with benefits as outlined in employee handbook. Daytime working hours 7:30 a.m. to 4:00 p.m. with some evening and weekend events required.

Interested candidates must submit a SMCHS Classified Application (Application can be found at www.smhs.org) to Joanne Lado, Asst. Director of HR at lado@smhs.org or mail to 22062 Antonio Parkway, Rancho Santa Margarita, CA 92688

This position is open until filled.

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