



Position Title: Advancement Services & Data Manager
FLSA Classification: Exempt
Reports To: Advancement Director
Hours: 8:00 a.m.–5:00 p.m., full-time
Salary Range: \$60,000–\$80,000

Summary

The Advancement Services & Data Manager provides critical operational and data support to the Advancement, Marketing & Communications, and Enrollment Management teams. This vital role plays a leading role in ensuring accuracy, consistency, and strategic use of information across departments. This role manages all aspects of donor and constituent data, reporting, and gift processing, while also supporting enrollment and communications/marketing data needs to promote informed decision-making and seamless workflow.

This role reports to the Advancement Director and works closely with the Advancement, Marketing & Communications, Enrollment Management, and IT teams.

Essential Job Functions

This role might be right for you if you enjoy and excel at the following:

Data Management and Integrity (60%)

- Maintain the school's Advancement database (currently Senior Systems, but transitioning to Veracross), ensuring accurate tracking of gifts, pledges, donor records, and stewardship activities
- Support the Enrollment Management team by managing enrollment-related data and reports, ensuring accurate and timely information for decision-making
- Ensure clean data integration between various school systems to avoid duplication and maximize efficiency
- Stay current on recommended practices in data management, privacy compliance, and reporting within independent schools

Reporting and Analysis (30%)

- Generate regular reports on fundraising progress and enrollment trends to inform strategy and leadership decisions

- Collaborate with the Marketing & Communications team to support data-driven campaigns, audience segmentation, and performance reporting
- Collaborate on survey design and administration, ensuring accurate collection and reporting of constituent feedback

Gift Processing and Event Support (10%)

- Manage gift processing and acknowledgment in alignment with donor stewardship best practices.
- Assist with the logistical planning and data needs for events, including invitations, guest tracking, and follow-up communications.

Required Skills and Qualifications

- Bachelor's degree and at least three years of professional experience in data management, fundraising operations, enrollment systems, or a related field (**Note:** In lieu of a bachelor's degree, additional years of relevant experience will be considered.)
- Proficiency with databases (e.g., Veracross and Finalsite Enrollment/School Admin preferred), reporting tools, and Microsoft Office Suite
- Strong organizational skills and exceptional attention to detail
- Demonstrated ability to proactively manage multiple priorities in a collaborative, cross-functional environment
- Experience handling sensitive information with discretion and professionalism

Preferred Skills and Qualifications

- Experience working in an independent school.
- Enthusiastic, personable, and welcoming, creating a sense of connection and belonging for all community members
- Collaborative team player, able to work across multiple departments to support school-wide initiatives

Post Oak acknowledges that those from underrepresented groups often apply only for jobs for which they meet all qualifications. However, no single candidate ever meets 100 percent of the qualifications. If many of them describe you, we encourage you to apply!

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We will accept applications on a rolling basis. However, to make the first round of interviews, please apply no later than May 9, 2025. Please visit our website for more information and to apply: <https://www.postoakschool.org/about-post-oak/working-for-us>