



Position Title: Advancement Services & Data Manager  
FLSA Classification Exempt  
Reports To: Advancement Director  
Hours: 8:00 a.m.–5:00 p.m., full-time

### **Summary**

The Advancement Services & Data Manager provides critical operational and data support to the Advancement, Marketing & Communications, and Enrollment Management teams. The Manager plays a leading role in ensuring accuracy, consistency, and strategic use of information across departments. They manage all aspects of Advancement data, including enrollment/admissions information, reporting and donor and constituent details -all used to support informed decision-making and seamless workflows.

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 (Veracross), ensuring accurate tracking of family and constituent data
- 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; from time to time, this may include evening and weekend work.

#### **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

**To apply, please visit:** <https://www.postoakschool.org/about-post-oak/working-for-us>

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