

ADVANCEMENT SERVICES SPECIALIST

Position Summary: Assists the Advancement Services manager in completing processes, data entry and clerical duties essential to the Mission Advancement Office for the Sisters of Notre Dame de Namur. This position will support fundraising and advancement initiatives through prospect research, managing data and event planning within the Advancement Office. Works collaboratively, in a team style, to support the strengths and responsibilities of each member of the Mission Advancement staff.

DATABASE SUPPORT

Maintain the donor database, ensuring data accuracy, integrity, and security

1. Assume shared responsibility for gift entry, acknowledgement process and management of database.
2. Generate gift acknowledgment letters, receipts, and tax documentation for donations as required.
3. Proactively manage the donor database in alignment with the Advancement Services team's needs, ensuring data quality, accurate data entry, and reliable reporting.
4. Respond to requests for information from donors, volunteers, and staff in a professional and timely manner.
5. Partner with the Advancement Services Manager and Finance office to manage and coordinate general accounting of gifts, monthly reconciliation, and annual audit requests.
6. Assist in address corrections.
7. Maintain the database and keep it current. Utilize features of donor software to track and identify donors, segment mailings, and retrieve information for prospect research.
8. Assist in preparing reports and analyzing demographic data to provide direction for Mission Advancement.
9. Review obituaries on an as needed basis.
10. Assist with online daily gifts through Net Community

OFFICE SUPPORT

Oversee gift entry, acknowledgement process, reporting and distribution of funds to the Finance Department.

1. Liaison with Blackbaud at Advancement Manager's discretion.
2. Help keep office procedure manual current.
3. Inventory supplies and materials, order and pick-up, as needed.
4. Answer phone inquiries, as appropriate.

EVENT SUPPORT

Assist with planning and execution of Advancement-related events, including fundraising events, donor cultivation, and stewardship activities.

1. Coordinate arrangements for events, all related committee meetings and reports.
2. Assist with event activities including processing gifts, recording registrations, and providing staff support during events as requested.
3. Enter and track event registration for certain events throughout the year and provide accounting support for special events including sponsorship billing and reports.

ADDITIONAL EXPECTATIONS

1. The person in this role will need a highly collaborative work style and excellent interpersonal skills. A desire to learn and a growth mindset is essential.
2. Assist with other tasks as requested by Director of Mission Advancement and staff, and work as a team member in achieving Mission Advancement goals.
3. Some travel (1-2 times per year) is expected.

WHY WORK FOR THE SISTERS OF NOTRE DAME DE NAMUR

- Meaningful work in a supportive, mission-driven environment.
- Competitive pay and benefits package.
- Employer paid Life insurance, Short- and Long-Term Disability
- Employee Assistance Program (EAP)
- Eleven (11) paid holidays
- Generous Paid Time Off Bank
- Defined contribution retirement plan
- Annual Performance Reviews with cost-of-living consideration
- Training and growth opportunities
- Opportunity to make a difference in the daily lives of our residents
- Complimentary meal per shift

EDUCATION AND EXPERIENCE

1. Bachelor's degree preferred or related experience.
2. Experience with database management, fundraising, and donor relations preferred
3. Excellent communication (written and verbal), interpersonal, organizational, and administrative skills
4. Strong organizational, communication, and problem-solving skills
5. Ability to work independently and collaboratively, maintain confidentiality, and provide exceptional customer service
6. Proficiency in database software (e.g., [Raiser's Edge](#)), Microsoft Office products
7. Demonstrated ability to adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, and convey sensitivity to the needs of donors
8. Demonstrated ability to work effectively as part of a team

ABOUT US

Sisters of Notre Dame de Namur is a nonprofit ministry committed to living out the Gospel through service, compassion, and stewardship. Inspired by the values of our faith, we dedicate ourselves to making known God's goodness through educating for life. Our work is more than a profession—it is a vocation. Each member of our team plays an important role in advancing a mission that extends God's goodness to all.

Hourly Position (full-time, 40 hours)

Reports to: Advancement Services Manager

Accountable to the Director of Mission Advancement and Ohio Province Leadership Team through their designated liaison

Please email your résumé and cover letter to **Julie Glassmeyer, Advancement Services Manager**, at jag@ohsnd.org