



The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion, and as such, seeks to hire talented employees with diverse backgrounds.

Manager of Advancement Services

The Buckley School, Los Angeles' oldest K-12 all-gender learning institution, has an opening for Manager of Advancement Services. Under the supervision of the Director of Advancement, the Manager of Advancement Services is a member of the team responsible for all fundraising and alumni-related activities at the school. This individual is in charge of processing gifts, updating constituent records, preparing acknowledgment letters, generating mailing lists, recording pledges, and maintaining donor reports through the Raiser's Edge, Raiser's Edge NXT, and Financial Edge databases. This individual interacts daily with donors and potential donors and requires sound judgment to decide what information can be shared and with whom. The Manager of Advancement Services is also responsible for prospect research and management. The incumbent also provides general administrative support to the Director of Advancement and the advancement team, as appropriate. The person in this position deals with sensitive information, handles a high volume of phone calls and in-person inquiries, and is required to use judgment and anticipate questions related to charitable giving, volunteerism, and fundraising opportunities for Buckley. Some evening and weekend work is required.

ESSENTIAL FUNCTIONS

Database Manager:

- Maintain the integrity of the database by ensuring accuracy and timeliness of donor and gift information.
- Process and records all gifts, pledges and pledge payments through Raiser's Edge database.
- Perform data entry and manage the data entry process to ensure that accurate, updated, and relevant information on all Buckley constituents is maintained.
- Coordinate with the technology department to perform Raiser's Edge database maintenance, global updates, and integration with Education Edge/CORE on a regular basis.
- Manage the entire gift acknowledgement and pledge reminder process from start to finish.
- Assess requests for donor information and thoughtfully decide what information may be shared with specific individuals, including administrators, faculty, parents, and Trustees.
- Design and implement database queries and exports, providing timely and accurate reports and lists.
- Provide support for the Director of Advancement and Associate Director of Advancement in implementing the Annual Fund, including the management of solicitation mailings, compiling and producing weekly participation and financial reports, and preparing phone-a-thon materials.
- Serve as the school's Raiser's Edge liaison with the technology department, business office, and with Blackbaud and other related software vendors.
- Develop and produce mailing lists and labels, donor recognition lists, data files, prospective donor lists, and other information for the Annual Fund, restricted Campaigns, and other solicitation and stewardship activities.
- Consistently develop and implement strategies to improve the integrity of the database, with a particular

focus on alumni data.

- Attend annual advancement and alumni relations events, and assist with check-in, event coordination, event planning as needed, including generating nametags and registration lists. Track all RSVPs for events in the events module in Raiser's Edge.

Prospect Research & Management

- Conduct basic prospect research and generate profiles on parents, grandparents, alumni, and past parents. Ensures all that information is inputted into RE.
- Analyze information in documents and records to help guide the development of cultivation and solicitation strategies.
- Work with Admissions to provide research on incoming families.
- Manage tracking system on prospect assignments and status of proposals for staff and volunteers.
- Input contact reports from volunteers and staff when/if needed.

RESPONSIBILITIES/DUTIES

- Work with finance office to reconcile contributions in Financial Edge including yearly audit.
- Interact with parents, alumni, faculty, donors and potential donors over the phone and in person.
- Provide reports on gifts, pledges, progress towards fundraising goals, and other financial data
- Assemble printed materials for mailings and other projects
- Provide administrative support to major gift efforts, including preparing proposals, presentations, acknowledgment letters and pledge agreements.
- Provide training for Advancement staff in using Raiser's Edge.
- Coordinate matching gift donations and other exceptional gifts.
- Monitor returned mail and regularly update Raiser's Edge and other departments with appropriate information
- Keep informed of new technology and resources used in prospect research.
- Order supplies, letterhead and other print materials.
- Track advancement budget, process invoices and check requests.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree
- Accounting experience is preferred
- Two years' experience working directly with donors or customers
- Two-to-four years work experience (preferably in a development department) involving data entry, database management, financial data and report generation
- Strong knowledge of Raiser's Edge, Raiser's Edge NXT, and Financial Edge databases

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrate the highest standards of professionalism and ability to create warm, uplifting and trusting working relationships
- Extraordinary interpersonal skills with a dedication to positivity, humor, humility, empathy, excellent emotional intelligence, and collaboration.
- Ability to thoughtfully manage the personal, political, and institutional dynamics related to diversity, equity, inclusion and justice issues in schools.

- Strong communication skills
- Ability to advance multiple strategic and operational priorities simultaneously.
- Flexibility to occasionally work long hours, including attendance at weekend and evening events.
- High degree of accuracy in data entry and generating reports.
- Knowledge of Microsoft Office, Google Suite, Letterbox, Double the Donation, and the ability to learn new and evolving technology.

COMPENSATION

\$65,000 - \$85,000 per year depending on experience

The base salary is separate from fringe benefits, such as retirement contributions, daily lunch, on-site parking, contributions to medical, dental, vision, life/AD&D plans, our generous time off policy, or potential stipends (for eligible employees). Our pay ranges are reasonable estimates of what the School anticipates paying for a role but are not guaranteed. If hired at The Buckley School, your actual base salary will be determined by your education and experience.

TO APPLY

Interested candidates should send their resume to jobs@buckley.org. In the cover letter/email please explain how you have included diversity, equity, and inclusion in your work with students or colleagues.

ABOUT THE SCHOOL

The Buckley School, a K-12 college preparatory school with 830 students, is one of the most respected independent schools in the Los Angeles area. Buckley is known for its unique educational philosophy, the 4-Fold Plan of Education, which marries a whole-child approach with elements of structure, as well as for its warm, intimate educational environment.

The school's curriculum balances academics, the arts, physical development and moral education. Its creative, personalized approach to education emphasizes high academic standards for all students, and includes traditional touches that develop the character and discipline that unlock students' potential.