



MADEIRA

Advancement Operations & Logistics Specialist

The Advancement Department seeks a highly organized, proactive, and collaborative Advancement Operations & Logistics Specialist to join our team. Reporting to the Director, Advancement Services, the Specialist plays a critical role in supporting the daily effectiveness and coordination of the Advancement Office. This position is responsible for managing internal workflows, coordinating event and meeting logistics, and supporting donor and engagement processes that strengthen fundraising, stewardship, and constituent experiences. Working closely with Advancement Services, Development, and Engagement staff, the Specialist ensures that projects move forward efficiently, details are executed thoughtfully, and operational support systems align with the School's advancement priorities and commitment to relationship-centered philanthropy.

The Madeira School is an independent boarding and day school that educates girls in grades 9–12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling students from 20 states and 42 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world. Responsibilities include:

Advancement Operations & Coordination

- Coordinate internal workflows to ensure advancement activities stay organized, on schedule, and moving forward
- Support scheduling and preparation for donor meetings, prospect strategy sessions, and advancement leadership meetings
- Maintain calendars, timelines, and key deliverables across the Advancement team
- Assist with board and committee meeting preparation, including materials assembly and logistics
- Track projects, solicitations, and follow-up actions to ensure nothing falls through the cracks

Event Logistics & Advancement Program Coordination

- Coordinate logistics for advancement events, including donor gatherings, reunions, board events, and cultivation activities
- Develop timelines, run-of-show documents, and planning checklists for events
- Manage event registration processes, RSVP tracking, nametags, seating lists, and attendance tracking
- Coordinate with internal departments (Facilities, Dining, Communications) and external vendors
- Prepare event materials, including briefing packets, signage, and donor lists
- Support on-site event execution, including setup, registration, troubleshooting, and post-event breakdown
- Ensure event attendance and follow-up actions are recorded in the CRM on a timely basis
- Coordinate post-event follow-up, including thank-you communications, and internal summaries

Data & CRM Support (in partnership with Advancement Services)

- Maintain accurate constituent records in the advancement database (Raiser's Edge)
- Enter and update relationship information and donor activity

- Assist with preparing materials for portfolio review meetings (with oversight from the Director of Advancement Services)
- Support data clean-up efforts and routine audits
- Prepare simple lists as needed to support fundraising and engagement initiatives

Gift Processing & Donor Experience Support

- Coordinate acknowledgment workflows and stewardship timelines in conjunction with the Donor Relations & Stewardship Coordinator
- Assist with gift documentation and internal processing
- Ensure timely donor communications following gifts and events
- Support tracking of stewardship plans and recognition tracking

Advancement Program Support

- Assist annual giving and engagement teams with campaign execution tasks
- Ensure timely preparation and distribution of printed materials, including solicitation packets, meeting packets, and internal advancement mailings
- Support reunion and parent engagement initiatives as needed

Administrative Support to Advancement Leadership

- Provide coordination support to the Chief Advancement Officer
- Prepare briefing materials and background documents
- Assist with expense tracking and administrative documentation
- Support onboarding processes for advancement volunteers and committees

Qualifications

- Bachelor's degree or equivalent experience
- 2–4 years professional experience in nonprofit, education, or administrative operations
- Strong organizational and project coordination skills
- High attention to detail and data accuracy
- Ability to manage multiple priorities simultaneously
- Strong written and interpersonal communication skills
- Commitment to confidentiality and professional discretion
- Experience with CRM/database systems (Raiser's Edge, Almbase, etc.)
- Advancement, development, or alumni relations experience
- Event logistics development and execution management
- Familiarity with independent school environments
- Strong organization and follow-through
- Ability to think through processes and improve efficiency
- Collaboration across teams
- Service oriented mindset
- Good judgment and discretion
- Initiative and problem-solving

To apply, please submit your letter of interest and resume to hr@madeira.org.