



## MADEIRA

### Director of Advancement Services

Madeira is seeking a Director of Advancement Services who is a highly skilled and creative analyst, a collaborative synthesizer, and a strong communicator to serve as an active member of the Advancement Office. Madeira is an all-girls boarding and day school with more than a century of delivering on its mission of [\*Launching Women Who Change the World\*](#). Located just outside of Washington, DC on the banks of the Potomac River in McLean, VA, Madeira enrolls 330 students in grades 9-12.

The Director of Advancement Services must have a demonstrated record of adapting innovative technologies, meeting deadlines, collaborating effectively on a team, and thriving in a fast-paced environment that prioritizes constituent engagement and stewardship. The ideal candidate will have a strong background working with an enterprise-level database.

This person will report to the Chief Advancement Officer and will work with colleagues to define, scope, and implement strategy while playing an active role in meeting the department's fundraising goals. In addition, this person will work closely with the fundraising staff to understand their needs and define system and strategies to best utilize data to strengthen donor and constituent relationships. The Director of Advancement Services must recognize that data is one of the School's most important assets and will ensure the highest level of data quality.

Responsibilities include:

- Serve as manager for the Advancement Office system of record, Raiser's Edge. Establish and document policies and procedures for database access and use and facilitate training with Advancement Office staff as necessary to ensure adherence to best practice and institutional standards.
- Using both the Database and NXT Raiser's Edge applications, oversee integration with other technology platforms including Alabase and Stripe
- Conceptualize, develop, and deploy data integration solutions to support school business goals, including with the Admissions and Business Offices
- Promote positive donor relations by ensuring the accuracy, confidentiality, and integrity of biographical, demographical, and gift record information. With colleagues in the Advancement Office, design and implement prospect management protocols and systems. Play a lead role in supporting prospect research needs for the Advancement Office

- Keep current with all system updates and training and routinely update and maintain policies and procedures documentation, as necessary. Stay at the forefront of best practices and procedures for database management and advancement services to ensure the appropriate level of leadership and support
- Design, execute, and maintain customized database reports, lists, and queries to support the Advancement Office and to fulfill requests for information from other institutional departments
- Develop and maintain a suite of reports to monitor and measure fundraising performance for the Chief Advancement Officer, Business Office, and, as required, other departments in the school
- Work closely with the Business Office to reconcile donor gift records and to prepare for the School's annual audit and tax return
- Work on special projects that support school and community programs
- Prepare financial reporting for the Head of School and Board of Trustees, as well as data driven surveys to CASE, NAIS (National Association of Independent Schools), AISGW, VAIS (Virginia Association of Independent Schools), and peer schools
- Manage vendor relationships for the Advancement Officer's technology resources

#### Qualifications;

- A bachelor's degree or higher is required with a preferred concentration in Management Information Systems
- A minimum of 5-7 years' work experience in relevant fields, including a strong background working with an enterprise-level database. Experience (with systems such as Blackbaud's The Raiser's Edge) must include the ability to build reports, create and run queries and dashboards, develop analytics on various strategies, research trends, and improve methods of operation. Additional experience in developing and producing Crystal reports (or similar) is a plus
- Experience in and understanding of non-profit gift accounting, gift types, fund types, and fundraising techniques
- Ability to effectively interact with a variety of constituents, volunteers, and co-workers in all areas of the School
- Advanced skills in Excel, and the ability to learn and navigate an ever-changing array of innovative technologies and platforms, are critical to this role
- Excellent communication skills and be able to use judgment and discretion with confidential information
- Commitment to advancing diversity, equity, and inclusion in all aspects of School life
- Must be able to multitask, work in a fast-paced office and work with multiple priorities and deadlines with accuracy
- Requires being an advocate for the Advancement Office and understanding the complexity of the school business operations

- Understand and promote best practices in independent school fundraising, including *CASE's Statement of Ethics* and *Principals of Practice for Fundraising Professionals at Educational Institutions* and *AFP's Code of Ethics and Donor Bill of Rights*.
- *Understand* and embrace Madeira's mission, philosophy, and values, and, in partnership with the Chief Advancement Officer, establishes a culture of teamwork, trust, collegiality, and accountability within the Advancement team

To apply, please submit your resume and cover letter to [hr@madeira.org](mailto:hr@madeira.org).