



**Assumption High School
JOB OPENING
Advancement Services & Donor Relations Manager**

Assumption High School seeks an **Advancement Services & Donor Relations Manager** to join our dedicated team. This is a full time - 12-month position.

Key Responsibilities:

Gift Processing & Database Management

- Oversee accurate and timely processing of gifts, pledges, and payments
- Maintain the integrity of the donor database, including records, reporting, and data standards
- Manage and optimize CRM systems to support advancement and leadership needs

Donor Stewardship & Acknowledgment

- Lead a high-touch donor acknowledgment and stewardship program
- Ensure timely, personalized donor recognition and communication
- Support donor appreciation initiatives and strengthen long-term relationships

Strategy & Compliance

- Support advancement strategy through reliable data and reporting
- Ensure compliance with internal policies and applicable regulations
- Continuously improve systems, workflows, and best practices
- Serve as a resource to colleagues on data, systems, and stewardship processes

Required Qualifications & Skills:

- Bachelor's degree in business management, nonprofit management, or a related field (or equivalent experience)
- 3+ years of experience in nonprofit advancement, development operations, or data management
- Proficiency with Microsoft Office and CRM platforms such as **Little Green Light, GiveCampus, Stripe, and GiveSmart**
- Exceptional attention to detail and strong organizational skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced, mission-driven environment

To Apply:

Please email resume and cover letter to michelle.farmer@ahsrockets.org by Friday, March 6. Assumption High School offers a competitive salary plus benefits including a 50% tuition discount for employees' daughters. **AHS is an equal opportunity employer. We value diversity and are committed to creating an inclusive work environment.**