

Advancement Services Coordinator Position Description

Position Summary

The Advancement Services Coordinator is a key member of Hammond School's Advancement team and serves as the primary steward of advancement data, gift processing, donor acknowledgments, and administrative operations. This full-time non-exempt position ensures the accuracy and integrity of constituent records, facilitates timely gift entry and reporting, and provides research and logistical support for fundraising, stewardship, alumni engagement, and special events.

The ideal candidate is highly organized, detail-oriented, collaborative, and committed to maintaining the highest standards of donor confidentiality, customer service and professionalism. This position reports to the Director of Institutional Advancement and works closely with all members of the Advancement and Business Office teams.

Primary Responsibilities

Advancement Services & Database Management

- Manage and maintain the Advancement database, ensuring accurate and timely entry of constituent information, gifts, pledges, and biographical updates.
- Serve as the primary administrator for donor records and gift processing workflows.
- Run queries, reports, mailing lists, and data exports to support fundraising, stewardship, communications, and event initiatives.
- Maintain data integrity through ongoing audits, record updates, and adherence to advancement services best practices.
- Manage Advancement-related data reporting and support other reporting needs as assigned.

Gift Processing & Donor Stewardship

- Process and record all charitable gifts, including annual fund contributions, capital and endowment gifts, matching gifts, memorial and honorary gifts, planned gifts, stock transfers, and recurring donations.
- Coordinate gift acknowledgment workflows to ensure donors receive timely and accurate receipts and thank-you letters.
- Prepare pledge reminders and manage recurring payment schedules, including electronic fund transfers and payroll deductions.
- Reconcile gift records with the Business Office and prepare regular gift reports and deposits.

- Ensure all gift processing practices comply with donor intent, confidentiality standards, and institutional policies.

Donor Research & Advancement Support

- Conduct prospect research and prepare donor profiles, giving histories, and background information to support cultivation, solicitation, and stewardship efforts.
- Provide research support for the Director of Institutional Advancement and Director of Annual Giving & Stewardship.
- Assist with donor segmentation, prospect identification, and fundraising analysis.

Event & Administrative Support

- Coordinate logistical support for Advancement events, including invitation lists, RSVP management, nametags, attendance tracking, check-in, and event setup and breakdown.
- Support signature school events, including but not limited to Grandparents Day, the Hammond Invitational Golf Tournament, donor recognition events, alumni gatherings, and campaign-related activities.
- Assist with mailings, donor recognition projects, and stewardship initiatives.
- Serve as a professional point of contact for donors, alumni, parents, volunteers, and other members of the Hammond community.
- Provide administrative and operational support to the Advancement team as needed.

Qualifications

- Bachelor's degree and a minimum of three years of relevant experience in advancement, nonprofit management, higher education, independent schools, business operations, or administrative services; equivalent combinations of education and experience may be considered.
- Experience with Blackbaud Raiser's Edge NXT or a comparable constituent relationship management (CRM) database preferred.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Demonstrated ability to manage multiple projects and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality and exercise sound judgment when handling sensitive donor information.
- Collaborative, customer-service-oriented mindset with the ability to work effectively across departments.
- Proficiency in Microsoft Office Suite and database reporting tools.
- Requires some occasional evenings and weekends in support of Advancement events and school activities.

Core Competencies

- Data Management & Reporting
- Gift Processing & Financial Reconciliation
- Donor Stewardship
- Prospect Research
- Event Coordination
- Customer Service
- Attention to Detail
- Confidentiality & Ethics
- Collaboration & Teamwork
- Project Management

Reporting: The Advancement Coordinator reports to the Director of Institutional Advancement.

A completed application will include the following components:

- Cover letter expressing interest and related experiences.
- Resume or curriculum vitae.
- Names of three references and contact information.

The completed application and other required documents should be submitted via the website and will be directed to Elaine Arnold, Director of Institutional Advancement.

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