

Position Title : Advancement Services Associate
Organization : St. Joseph's Collegiate Institute
Salary: \$42,000 - \$47,000
AFP-WNY Post Date: 2/25/26

DEADLINE TO APPLY: 4/7/26

Advancement Services Associate

St. Joseph's Collegiate Institute announces an opening for the full-time position of Advancement Services Associate. Reporting to the Vice President of Institutional Advancement, the Advancement Services Associate is responsible for the day-to-day operations of the advancement office, ensuring the accurate and timely processing of gifts, maintenance of donor records, and support of all data-related needs for the advancement team.

This position serves as the primary steward of the Raiser's Edge database, ensuring data integrity and supporting the team's operational needs through accurate data entry, list generation, and constituent record management. The Advancement Services Associate plays a vital role in donor relations through timely gift acknowledgment and supports events and communications through data management and list coordination.

Roles and Responsibilities:

Gift Processing and Acknowledgment

- Process all gifts received by the advancement office in a timely and accurate manner.
- Prepare and send gift acknowledgment letters within established timeframes.
- Coordinate with the Business Office to ensure accurate recording and reconciliation of all gifts.
- Process year-end acknowledgment letters and ensure IRS compliance for donor tax documentation.
- Manage pledge reminders and payment schedules.

Database Management and Data Integrity

- Serve as the primary administrator for Raiser's Edge, ensuring data accuracy and integrity. • Enter and update constituent biographical and contact information.
- Import new alumni and parent data as received.
- Maintain accurate records of constituent relationships, affiliations, and attributes.
- Perform regular data hygiene tasks including duplicate management, address updates, and deceased record processing.
- Record engagement markers derived from digital media and other sources.

Data Lists and Reporting Support

- Pull data lists for annual appeal letters, events, mailings, and email communications.
- Generate lists for annual reports, e-newsletters, and special mailings.
- Support endowment performance letter mailings by pulling appropriate recipient lists.
- Assist with data pulls for audit documents as requested.
- Respond to ad hoc data requests from the advancement team.

Event and Constituent Support

- Enter and manage event registration data and attendance records.
- Support event preparation through name tag generation, seating lists, and registration materials.
- Maintain accurate event records in the database for historical tracking and future planning, coordinating GiveCampus integration with Raiser's Edge NXT.
- Assist with alumni engagement initiatives through data support and list generation.

General Administrative Support

- Provide general administrative support to the advancement team as needed.
- Maintain organized filing systems for gift documentation and correspondence.
- Assist with special projects and other duties as assigned.

Minimum Qualifications:

- Associate's degree required; Bachelor's degree preferred.
- Experience in data entry, database management, or administrative support, preferably in a nonprofit or educational setting.

- Experience with fundraising databases preferred; Raiser's Edge experience strongly preferred.
- Strong attention to detail and commitment to data accuracy.
- Excellent organizational skills with ability to manage multiple priorities and meet deadlines.
- Proficiency with Microsoft Office, particularly Excel and Word, and Google Drive.
- Strong written communication skills for correspondence and acknowledgment letters.
- Ability to handle confidential information with discretion.
- Customer service orientation with professional demeanor.
- Self-motivated with ability to work both independently and as part of a team.

To apply, please send a cover letter and resume to Dan Warner '06, Vice President of Institutional Advancement at dwarner@sjci.com