



Institution: Cleveland Benedictine High School
Job Title: Advancement Operations Coordinator
Department: Advancement
Reports To: Chief Operating Officer
Job Type: Full-time / 40 hours per week; Exempt employee

Position Summary: The Advancement Operations Coordinator reports to the Chief Operating Officer and plays a critical role in supporting the Advancement team at Benedictine High School and Saint Andrew Abbey. This position is responsible for the overall management, integrity, and strategic use of the institution's donor database, as well as the execution of core advancement operations including gift processing, reporting, systems, and data analysis.

The Coordinator is actively involved in all fundraising initiatives and provides essential support in prospect research, donor engagement, business development efforts, and event operations. This role also provides cross-functional support to each of the members of the advancement department.

Primary Responsibilities

Database Management & Oversight

- Maintain and manage donor records and constituent information within Raiser's Edge, ensuring accuracy, completeness, and consistency.
- Serve as the primary point of contact for all database-related inquiries, updates, and system usage.
- Establish and uphold data entry standards and best practices to ensure long-term data integrity.
- Perform regular audits, clean-up, and maintenance of database records.

Gift Processing & Donor Stewardship Support

- Manage all aspects of gift processing, including entry, coding, acknowledgment, and reconciliation of donations.



- Ensure timely and accurate processing of gifts in alignment with institutional and financial procedures.
- Coordinate with the Business Office to reconcile records and maintain accuracy across systems.
- Assist with the preparation and distribution of donor acknowledgment communications.

Reporting, Queries & Data Analysis

- Run queries and generate mailing lists for annual appeals, event invitations, donor outreach, and reporting needs for members of the Advancement staff.
- Develop and produce standard and ad hoc reports on fundraising performance, donor activity, and campaign outcomes.
- Analyze donor data to support segmentation strategies, identify trends, and inform advancement decision-making.
- Support forecasting and tracking of fundraising goals and benchmarks.
- Assist with reporting, data organization, and operational projects.
- Support strategic initiatives through research, analysis, and administrative coordination.

Advancement & Fundraising Support

- Assist with writing and editing fundraising communications including acknowledgment letters, invitations, appeal materials, website content, and limited social media support.
- Provide solicitation support for targeted donor groups, including prospect identification and research.
- Contribute to business development initiatives by identifying new opportunities, conducting outreach research, and supporting engagement strategies.
- Conduct prospect research and profiling on individuals, corporations, and foundations to support fundraising growth.
- Generate alumni reports and lists to support engagement, outreach, and event planning.
- Track donor participation and giving trends.
- Assist in strengthening alumni and friend data for improved communication strategies.

Event & Campaign Support

- Support advancement events through data management, including invitation lists, RSVP tracking, attendance reporting, and post-event updates.



- Assist with logistical and administrative aspects of fundraising campaigns and events as needed.
 - Ensure accurate recording and tracking of event participation and donor engagement.
 - Provide targeted lists and segmentation for marketing campaigns and event outreach.
 - Assist with tracking engagement metrics and campaign performance.
 - Support data needs related to events and communications.
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Collaboration & Communication

- Work closely with Advancement staff, Business Office, and school leadership to ensure alignment and accuracy of data and processes.
 - Communicate effectively with internal stakeholders to support fundraising and engagement initiatives.
 - Maintain confidentiality and professionalism in handling sensitive donor information.
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Preferred Qualifications

- Bachelor's degree with a minimum of 3 years of experience in operations management, data analysis, CRM/Database management, administrative support or equivalent professional experience.
- Experience with Raiser's Edge or similar CRM/database systems strongly preferred.
- Strong written and verbal communication skills.
- Highly motivated self-starter with strong attention to detail.
- Goal-driven with excellent time management and organizational skills.
- Proficiency in Microsoft Excel and data analysis tools preferred.
- Ability to work collaboratively with staff, volunteers, and Benedictine Order of Cleveland stakeholders.

To apply, please e-mail a cover letter, resume, and three professional references to careers@cbhs.edu with Advancement Operations Coordinator in the subject line.