

Openings as of 5/26/2026

Assistant Director of Advancement Services

JobID: 417

Position Type:

Administration

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Date Posted:

5/26/2026

Location:

Saint Ignatius High School

Position Profile: Assistant Director of Advancement Services

About the Position

Saint Ignatius High School, a Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an Assistant Director of Advancement Services to support the mission and daily operations of the Advancement Department.

This individual will oversee all aspects of gift processing, ensuring donor expectations are fulfilled through the timely and accurate processing and acknowledgment of gifts, maintenance of donor records, and preparation of internal financial and advancement reports. This position is also responsible for maintaining and managing the Raiser's Edge database to ensure data integrity and effective reporting.

As a Catholic school in the Jesuit tradition, Saint Ignatius has been educating "Men for Others" for more than 125 years. The school is recognized locally and nationally as a leader in educational excellence. Upon graduation, students are expected to be open to growth, intellectually competent, religious, loving, and committed to peace and justice. This full-time position offers a competitive salary, excellent benefits, and an outstanding work environment. Saint Ignatius was recognized by NorthCoast 99 as one of Northeast Ohio's Top Workplaces in both 2024 and 2025.

Primary Responsibilities

Gift Stewardship & Financial Reporting

- Process all gifts and pledges in a timely and accurate manner
- Generate gift receipts and prepare/distribute daily internal reports
- Run weekly donor thank-you exports for the Director of Donor Relations
- Prepare weekly, monthly, quarterly, and annual financial reports
- Reconcile fund reports on a monthly, quarterly, and annual basis
- Assist with the annual audit process
- Prepare monthly and quarterly Advancement reports for leadership and the Advancement Committee
- Develop statistical and analytical reports for the Advancement Department as needed

- Generate and distribute pledge reminder letters
- Maintain organized electronic filing systems for reports and correspondence
- Collaborate with the Chief Financial Officer and Director of Donor Relations to compile data for Fair Market Value (FMV) letters related to endowed funds

Database Administration

- Maintain the integrity, accuracy, and overall health of the Raiser's Edge database
- Identify areas for database improvement and implement solutions proactively
- Update constituent records promptly, including research of phone numbers, addresses, and email information through NCOA and other services
- Serve as the Raiser's Edge Administrator, including:
 - user security and permissions
 - data integrity management
 - staff training
 - standards development and implementation
- Coordinate the annual import of incoming freshman student and family records
- Generate lists and reports for events, mailings, prospect research, and departmental requests
- Lead the annual database segmentation and rollover process, including updating constituent codes and importing revised records

Qualifications

- Bachelor's degree required
- 1–3 years of gift processing and/or database administration experience in a nonprofit organization preferred
- Extensive experience with Raiser's Edge/NXT or similar CRM systems
- Accounting experience preferred
- Proficiency in Microsoft Excel and Word
- Excellent communication and organizational skills
- Strong attention to detail and ability to maintain confidentiality
- Ability to manage multiple priorities in a fast-paced environment
- Ability to build and maintain effective working relationships with donors, volunteers, faculty, and staff
- Willingness to occasionally work evenings and weekends
- Understanding of and commitment to the mission of Jesuit and Catholic education
- Commitment to personal, educational, and faith development
- Perform other duties as assigned

Our Workplace

Praise, reverence, and service should define the relationships that exist not only between teachers and students, but among all members of the school community.

Jesuit schools strive to be places where individuals are valued, respected, encouraged, and supported; where talents and contributions are recognized and celebrated; and where each person is treated with fairness, dignity, and compassion. Saint Ignatius seeks to foster a workplace where collaboration, generosity, and service to others are central to our mission and daily work.

About Saint Ignatius High School

Saint Ignatius High School is a Jesuit college preparatory school rooted in the Catholic tradition and the Spiritual Exercises of St. Ignatius Loyola. The school serves more than 1,400 students from 40 cities across a seven-county region in Northeast Ohio. Students are challenged academically, artistically, athletically, and spiritually through a rigorous and holistic educational experience. Saint Ignatius offers 17 Advanced Placement courses and 21 honors courses and is recognized as a regional and state leader in National Merit finalists. In 2009, the school was named a Blue Ribbon School by the U.S. Department of Education.

With the motto "Men for Others," Saint Ignatius is committed to forming competent, compassionate, and socially responsible young men dedicated to faith and justice. Located near downtown Cleveland in the historic Ohio City neighborhood, the campus spans 18.5 acres and includes 18 buildings and three athletic fields. The faculty includes 109 members, 87% of whom have taught at Saint Ignatius for 10 years or more.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to maintaining a diverse workforce. To ensure reasonable accommodations for individuals protected under Title I of the Americans with Disabilities Act of 1990 (as amended), applicants requiring accommodations during the application process may contact the Human Resources Department at (216) 651-0222 ext. 4461 for assistance.

Salary Range

\$60,000 – \$70,000

FMLA regulations require all employers to post the [updated FMLA notice](#).

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