

## Position Description

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<b>Title:</b>	<b>Manager of Advancement Data Services</b>
<b>Department:</b>	<b>Advancement</b>
<b>Reports To:</b>	<b>Associate Director of Annual Giving</b>
<b>Internal Contacts:</b>	<b>Finance Office, President's Office, and others as needed</b>
<b>External Contacts:</b>	<b>Donor contact, Database and software companies (Blackbaud Raiser's Edge NXT, DonorSearch, CyberSource and Import-o-matic)</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Employment Status:</b>	<b>Full-time, Non-exempt</b>

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The Manager of Advancement Data Services will process all contributions to Manhattan School of Music and have responsibility for oversight of the Raiser's Edge NXT database, including producing daily, weekly, and monthly reports for senior staff review and generating mailing lists. Importantly, the Manager is also responsible for ensuring that all gift accounting reconciles between the Advancement and Finance Offices. Additionally, s/he produces timely acknowledgment letters for all gifts.

The Manager revises, updates, and maintains a Raiser's Edge Policies and Procedures manual and ensures that data standards are maintained by all Raiser's Edge users. As needed, s/he will provide Raiser's Edge training to Advancement staff and student workers. The Manager is a valuable and integral member of the Advancement team, providing support as needed at alumni and donor receptions and cultivation and stewardship events.

### **Domains:**

#### *Gift Processing and Accounting*

- Process all gifts and pledges to the School from individual, corporate, foundation, and other sources in the form of credit cards, checks, and pledges, ensuring accuracy of gift amounts, fund allocations, and totals.
- Serve as a liaison between the Advancement Office and the Finance Office, to ensure that all contributions reconcile between the two offices.
- Ensure accuracy of the gift entry process by reviewing and committing daily gift batches entered by the Administrative Assistant for Advancement.
- Serve as back-up for mail collection and initial gift entry when the Administrative Assistant for Advancement is unavailable.
- Provide accurate reporting and accounting to the Finance Office, on a weekly and monthly basis, for purposes of reconciliation. Recommend and create new reports as required.
- Maintain contribution backup for the Advancement Office for reference and for annual audit visits.
- Generate – and maintain records of – accurate and timely gift acknowledgement letters, tax receipts, pledge reminders, invoices, and other donor correspondence. Efficiently manage the acknowledgement letter process by coordinating with Advancement Gift

Officers on signatories and standards for acknowledging gifts, especially honorarium and memorial gifts. Ensure that all letters, gift agreements, and other relevant information is saved to donor records in the database.

- Work with the Advancement Team in establishing and revisiting best practices for sending and tracking donor acknowledgement letters.
- Produce gift reports and other materials, to distribute to senior Advancement staff, including the Vice President for Advancement, Assistant Vice President for Advancement, Associate Director of Annual Giving, and Director of Institutional Giving.
- Contact donors regarding gifts, when necessary.
- Other duties as assigned.

#### *Raiser's Edge Management*

Serve as the Advancement Department's resident expert on the Raiser's Edge NXT database, ensuring that it is being used by the department in its fullest capacity. Oversee and execute the management of the database with assistance from the Advancement Team. This will include but is not limited to the following:

- Train Advancement Staff as needed in the Raiser's Edge database, and identify strategies for the Advancement Team to fully utilize the database. Advise Advancement colleagues on best practices relating to data integrity and provide assistance to team members on database navigation as needed.
- Produce accurate reports, lists, and mailing lists for fundraising campaigns and Advancement initiatives on a consistent and timely basis.
- On an ongoing basis, and with the Associate Director of Annual Giving, assess the department's use of Raiser's Edge and develop protocols to assure efficient and effective use of the database.
- Import new records, such as alumni graduates, parents, new prospects, etc. into the Raiser's Edge database.
- Update and edit constituent records to ensure information is accurate.
- Coordinate mailing lists with the Media and Communications office and outside mailing houses.
- Keep Raiser's Edge up to date with the latest patches in sync with the IT Department.
- Revise, update and maintain a Raiser's Edge Policies and Procedures manual.
- Handle other departmental responsibilities and tasks as assigned, including representing the Office of Advancement at performances, receptions, and events outside of regular office hours.

#### **Job Requirements:**

- Bachelor's degree.
- Extensive knowledge of and experience with gift processing and management of Raiser's Edge database or other dedicated fundraising software (Raiser's Edge NXT preferred).
- Strong knowledge of Microsoft Office suite.
- Minimum of two years fundraising or relevant experience in a non-profit cultural or educational institution.
- Familiarity with IRS fundraising regulations; the ability to ensure compliance with them.
- Excellent attention to detail, superior organizational skills, and strong analytical and problem solving abilities.

- Self-starter with the ability to complete assignments accurately under pressure and sometimes on short notice.

**Contact Information:**

Send letter of application and résumé including three references to:

Julie Wallin, Associate Director for Annual Giving  
[jwallin@msmny.edu](mailto:jwallin@msmny.edu)

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