Overview
The Bryn Mawr School, has an immediate opening for a full time, twelve month, Advancement Services Assistant to provide support to the Advancement Team. Database management experience is required (familiarity with Raiser’s Edge software is preferred). The Advancement Services Assistant report to the Director of Advancement Services.

Essential Duties and responsibilities:
● Process all gifts to Bryn Mawr with efficiency and accuracy.
● Generate gift acknowledgement letters and receipts.
● Partner with the Business Office to manage and coordinate general accounting of gifts, regular reconciliation of gifts and annual audit request.
● Efficiently utilize the Raiser’s Edge software and assist with data management to meet the changing needs and goals of the Advancement Office.
● Use database management software to prepare queries, reports, exports, global changes, imports, event lists, and reports.
● Maintain accurate constituent records in a timely manner.
● Conduct year end rollover, data cleanup efforts and overall maintain data integrity.
● Assist with preparing segmented mailed and email appeals.
● Continue to maintain Records Office paper and electronic files.
● Perform other duties and tasks as requested by the Advancement Team.
● Participate in regular professional development.

Recommended Employment Qualifications:
● Demonstrated experience with Raiser’s Edge preferred or another donor fundraising database.
● Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Google Suite.
● Ability to aggregate, analyze and synthesize data into a user friendly and concise format.
● Must have a high level of attention to detail.
● Familiarity with and endorsement of the School’s mission, culture, and values; interest in participating in the life of the school.
• Ability to maintain a high level of confidentiality at all times.
• Self-motivation, flexibility, problem-solving, and commitment to innovation
• Cooperation, collegiality, and commitment to teamwork, including maintaining a good working relationship with the Business and Advancement Offices.
• Familiarity with IRS and CASE standards for gift entry; familiarity with PCI compliance.
• Excellent interpersonal, oral, and written communication skills.
• Excellent quantity, quality, accuracy, and timeliness of work produced.
• Ability to prioritize work and perform multiple tasks simultaneously while adhering to deadlines and maintaining a high degree of accuracy.

Experience:
• Bachelor’s Degree preferred.
• 1-3 years professional experience in database management, information management systems or development/academic research.

Additional Information:
Evening and weekend hours may be required occasionally. Lifting and carrying of equipment is not typical, but may be required on some occasions. Significant computer use for extended periods of time is required.

The Bryn Mawr School is an equal opportunity employer and complies with all federal, state and local laws, which prohibit discrimination in employment because of race, color, national origin, age, sex, gender identity, religion, disability, marital status, sexual orientation and veteran status.

Interested candidates should apply by submitting a resume, cover letter and three professional references to Colleen Hanson, Director of Advancement Services at hansonc@brynmawrschool.org.