



MADEIRA

The Madeira School
Director of Advancement Services

Madeira is seeking a **Director of Advancement Services** who is a highly skilled and creative analyst, a collaborative synthesizer, and a strong communicator to serve as an active member of the advancement office. Madeira is an all-girls boarding and day school with more than a century of delivering on its mission of [Launching Women Who Change the World](#). Located just outside of Washington, DC on the banks of the Potomac River in McLean, VA, Madeira enrolls 325 students in grades 9-12.

The Director of Advancement Services must have a demonstrated record of adapting new technologies, meeting deadlines, collaborating effectively on a team, and thriving in a fast-paced environment. The ideal candidate will have a strong background working with an enterprise-level database.

This person will report to the Chief Advancement Officer and will work with colleagues to define, scope and implement strategy while playing an active role in meeting the department's fundraising goals. In addition, this person will work closely with the fundraising staff to understand their needs and define system and strategies to best utilize data to strengthen donor and constituent relationships. In the future this person will supervise the Database Manager. The Director of Advancement Services must recognize that data is one of the School's most important assets and will ensure the highest level of data quality.

Responsibilities

- In the short term: Serve as the lead database manager for the advancement office, which uses Raiser's Edge NXT. Manage Raiser's Edge NXT integration with other technology platforms
- Conceptualize, develop, and deploy data integration solutions to support school business goals
- Promote positive donor relations by helping to ensure the accuracy, confidentiality and integrity of biographical, demographical, gift records and other information. Work with other members of the Advancement team to track donors and prospects in the database.
- Spearhead Advancement team policies and procedures for database management. Keep current with all system updates and training. Routinely update and maintain policies and procedures manual. Stay at the forefront of best practices and procedures for database management and development services to ensure the appropriate level of leadership and support
- Design, execute, and maintain customized database reports, lists and queries to support the Advancement Office and to fulfill requests for information from other institutional departments. Further utilize the database to build queries for Advancement communications.
- Develop and maintain a suite of reports to monitor and measure fundraising performance for the Chief Advancement Officer, Business Office and, as required, other departments in the school.
- Manage the prospect and donor research program in support of the annual and campaign fundraising plans and goals

- Prepare monthly financial reports to reconcile Advancement Office records with the Business Office. Work closely with the Business Office team on reconciling donor gifts for each month, as well as for the school's annual audit and tax return.
- Manage all Advancement database-related procedures, functions, records, analytics, and data integrity
- Perform the more complex database functions and provide support and guidance to all colleagues who use the databases
- Work with other administrative departments, school operations teams, and colleagues as needed
- Use quantitative analysis tools to assemble, analyze, and draw conclusions from data
- Document and maintain procedures, workflows, processes, and complex functions
- Work on special projects that support school and community programs
- Prepare financial reporting for the Head of School and Board of Trustees, as well as data driven surveys to CASE, NAIS, AISGW, VAIS and peer schools
- Liaise with Blackbaud, iwave, Evertrue, Give Campus, Network Merchants, etc. and manages these vendor relationships

Qualifications and Requirements:

- A bachelor's degree or higher is required with a preferred concentration in Management Information Systems.
- A minimum of 5-7 years work experience in relevant fields.
- Professionalism, discretion, and the ability to deal with confidential information are vital in this role.
- Commitment to advancing diversity, equity and inclusion in all aspects of School life
- The ideal candidate will have a strong background working with an enterprise-level database.
- High-level development database experience (like Blackbaud's Raiser's Edge, Veracross, Senior Systems or comparable), including ability to build reports; create and run queries and dashboards; develop analytics on various strategies; research trends and improve ways of operation.
- Additional experience in developing and producing Crystal reports (or similar) is a plus.
- Experience in and understanding of gift types, fund types, fundraising techniques, etc.
- Ability to effectively interact with a variety of constituents, volunteers and co-workers in all areas of the school.
- Advanced skills in Excel and the ability to learn and navigate an ever-changing array of new technologies and platforms, are critical to this role.
- Must have excellent written and communication skills and be able to use judgment and discretion with confidential information.
- Must be able to multitask, work in a fast-paced office and work with multiple priorities and deadlines with accuracy.
- Understanding of non-profit gift accounting essential.
- Requires being an advocate for the Advancement Office but understands the complexity of the school business operations.