



Position: Advancement Services Coordinator

Department: Advancement

Position Summary:

The Advancement Services Coordinator supports the efficient and accurate administration of the Office of Advancement by overseeing gift processing, pledge administration, donor records, and data integrity. This position serves as an important liaison between Advancement, Finance, and donors to ensure gifts and pledge payments are accurately recorded, appropriately acknowledged, and reported in a timely manner. The Coordinator maintains confidential donor information, supports data hygiene and reporting efforts, and provides Advancement staff and leadership with accurate information to support fundraising, stewardship, and donor engagement. The position requires a high degree of accuracy, discretion, organization, and proficiency with advancement databases, particularly Raiser's Edge NXT

Essential Functions:

- Oversees management of confidential records of financial and in-kind donors, their giving histories, and other personal information
- Processes donor gifts in RE NXT and provides the appropriate gift reports to Finance/Accounting and Advancement leadership; ensures pledge payments are linked appropriately
- Manages pledge payment tracking, reminders, and follow-up processes for donors with multi-year financial commitments
- Manages data hygiene projects to maintain the most up-to-date and accurate donor information
- Informs Advancement staff when gifts are received and processed particularly at the leadership and major gift level
- Assume responsibility for other projects assigned

Required Knowledge, Skills, Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- Demonstrated experience managing complex projects and multiple priorities.
- Experience with fundraising databases, CRM systems, and reporting tools.
- Strong analytical, organizational, and project management skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Collaborates with Advancement staff to further key organizational priorities
- Advances the overall culture of philanthropy within the organization
- Embraces and passionately advocates for Spring Hill's mission

Qualification Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited institution
- One to three years of experience in advancement services, fundraising operations, prospect research, or related fields.

Preferred Qualifications:

- Proficiency with Blackbaud Raiser's Edge
- Experience working at a Jesuit, Catholic, or mission driven institution.

Certifications and Licenses Requirements:

Send cover letter and resume to bramsey@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
