



Institutional Advancement Manager

Schechter Manhattan is a student-centered K-8 independent school committed to igniting within our students a passion for learning and a commitment to translating ideas into meaningful action. For over 25 years, our progressive education is committed to the social, emotional, and intellectual development of every student, using an integrated, multi-dimensional Jewish and General Studies curriculum that nurtures the whole child in a caring, creative, and challenging learning environment. Our graduates confidently go forth to meet the intellectual, social, and moral challenges that lie ahead, poised not only to do well in life but also to do good in the world. To learn more about our school, please visit www.schechtermanhattan.org.

Schechter Manhattan seeks a full-time, highly organized, and entrepreneurial individual to join our Institutional Advancement team. The Institutional Advancement Manager will play a vital role in supporting Schechter Manhattan's recruitment, outreach, fundraising, and communications/marketing activities to ensure the success of the organization's fundraising and admissions goals. The individual will report to the Director of Development & Operations and to the Director of Communications and support the Chief Administrative Officer/Co-head of the School. This position will manage and maintain fundraising and admissions database systems, increase efficacy, problem-solve, and maintain a "can do" approach. The role will involve robust writing and research skills, attention to detail, and professionalism on all communication channels. **All duties must be performed on-site, and not remote.**

Responsibilities include, but are not limited to:

Institutional Advancement:

- Collaborate with the Schechter Manhattan team to create and implement successful development and communication strategies
- Assist with the preparation, implementation, and coordination of all special events, including Schechter Manhattan's annual gala
- Support the organization's efforts to build and maintain relationships with public officials, including preparing informational decks
- Provide assistance to the Development Committee of the Board and other Board Members involved in advancement activities

Database Management:

- Oversee and maintain Schechter Manhattan's databases for admissions (TADS) and fundraising (DonorPerfect), cultivate methods/protocols and confirm compliance and consistency to maintain all admissions and donor records
- Process incoming checks, online credit cards, and other donations
- Maintain accuracy of gift donations, investigate discrepancies and reconcile donation records with the Operations department
- Create and send acknowledgment letters to donors in a timely manner
- Enter and update donor contact information with appropriate constituent codes and attributes
- Run donor and mailing list reports as needed

Communications and Marketing:

- Assist with drafting and execution of Schechter Manhattan communications, including e-blasts, web content, social media posts, videos and PowerPoint presentations
- Manage event photos and videos and help identify photos for use in social media and promotional materials
- Create flyers, brochures and other promotional materials to support development and outreach events

- Assist with the rebranding and communication efforts of the organization
- Collaborate with consultants of Schechter Manhattan as needed
- Assist in the collection of analytics for reports and presentations

Administrative:

- Provide administrative and operations support to the front office, such as answering inquiries via phone call and e-mail, maintaining the inventory of the department's supplies, assistance with filing, and other administrative tasks as needed
- Attend and participate in organizational and departmental meetings as necessary
- Assist in the preparation of analytics and Board Meeting reports

Other Duties as Assigned

Qualifications Required: A Bachelor's degree and a minimum of two years of experience in nonprofit communications, marketing, fundraising or equivalent experience. The ideal person should be highly motivated with a self-starter attitude and can consistently achieve results with excellence. The ideal candidate should possess the following strengths:

- Strong interpersonal skills and the ability to build relationships across the organization
- Capacity to execute detail-oriented work with accuracy
- Ability to work in a team setting and independently
- Solid research and technology abilities
- Willingness to learn new skills and systems to support the growth of the team
- Exceptional writing skills; excellent oral and interpersonal communication skills
- Advanced Excel and Word skills; proficient in Outlook
- Experience with DonorPerfect is a must
- Understanding of various graphic design and marketing platforms like Constant Contact, Canva and Adobe Suite is a plus
- Basic knowledge of social media platforms and management (Hootsuite, YouTube, Instagram, Facebook, and Twitter)
- Strong administrative and organizational abilities with a proven track record of handling multiple deadlines at once
- Critical thinking skills that can apply to problem-solving and anticipating next steps and potential barriers effectively
- Interest and experience in the areas of development, marketing, outreach, and social media
- Sensitivity and discretion with handling confidential information
- Positive attitude and willingness to be adaptable to dynamic needs
- Adaptability, flexibility, enthusiasm, and a sense of humor
- Commitment to Schechter Manhattan's mission and values

Salary and Benefits: Schechter Manhattan offers a competitive salary with a generous benefits package that includes Medical, Dental, and Vision Insurance, Flexible Spending Accounts, TransitChek Program, and a 403B Retirement Savings Plan. Schechter Manhattan offers generous vacation time, personal time, Federal holidays, Jewish holidays, and an excellent work-life balance.

How to Apply: Please send a resume and cover letter to Debby Hirshman, Chief Administrative Officer/Co-head of the School, via e-mail at DebbyHirshman@schechtermanhattan.org. Please put "Institutional Advancement Manager" in the subject line.

Schechter Manhattan is proud to be an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for our employees.

Learn more about Schechter Manhattan at www.schechtermanhattan.org

#####



