



Advancement Manager

The Organization:

Carolina Friends School is a preK-12, all-gender day school inspired by Quaker values and committed to excellence in all we do. Every day, we empower our students to question the world around them, discover their passions, think deeply, and use their voices in service of the greater good.

The Opportunity:

Carolina Friends School (CFS) seeks an experienced and strategic Advancement Manager. Reporting to the Director of Advancement, the successful candidate will be responsible for the integrity, accuracy, and strategic use of donor data across Carolina Friends School's Advancement program. This role manages everything from gift entry processing and reconciliation to reporting, segmentation, and endowment data, while supporting stewardship, Annual Fund execution, and campaign readiness. This position is essential to ensuring strong internal systems, donor trust, and data-driven decision-making.

Core Responsibilities

Support the Advancement Team's daily operations, including events such as Grandparents and Family Friends Day and Giving Day

Gift and Records Management

- Process all gift entries in Raiser's Edge, including online donations, pledges, stock transfers, in-kind gifts, and payroll deductions
- Ensure timely and accurate gift processing that donors can count on
- Generate acknowledgments and receipts in coordination with the Annual Giving & Stewardship Assistant Director
- Maintain clean, accurate constituent records and giving histories
- Manage mail and mailing list updates to keep communications accurate and relevant
- Conduct annual data updates for new and departing students, families, and staff

Gift Reconciliation & Financial Coordination

- Reconcile Advancement records with the Business Office on a regular schedule
- Investigate and resolve discrepancies to ensure audit-ready documentation
- Support year-end reporting and donor substantiation requirements

Reporting, Segmentation & Progress Tracking

- Produce regular reports tracking the Annual Fund performance, LYBUNT (Last year But Unfortunately Not This) trends, monthly giving retention, and major donor activity
- Monitor and track progress toward fundraising goals and milestones
- Provide data support for Advancement Committee and Board reports
- Support campaign segmentation and progress tracking (non-managerial role)
- Complete annual DASL (Data and Analysis for School Leadership) Advancement reporting

Endowment Data Management (Adavico)

- Maintain accurate endowment fund records in the Adavico, including fund purposes, restrictions, donor intent language, and balances and distributions

- Coordinate annual endowment reconciliation with the Business Office
- Endowment Reporting and Stewardship Support
- Generate annual endowed fund financial reports from Adavico
- Collaborate with Advancement and Communications teams to gather stories, photos, and impact narratives for donor-facing endowment reports
- Track report delivery and donor follow-up
- Maintain records of solicitations and donor outreach through database appeal and action tracking

Data Integrity & Systems Improvement

- Establish and maintain database policies, procedures, and best practices
- Lead data hygiene initiatives, imports, and exports
- Train Advancement staff on database functionality and best practices
- Recommend system improvements to enhance efficiency and accuracy

Strong Candidates will demonstrate

- At least 2-3 years of experience in advancement operations or database management
- Experience with a donor database is required; Raiser's Edge experience is a strong plus.
- Proven experience managing financial reconciliation and reporting
- High attention to detail and strong organizational skills
- Ability to translate data into actionable insights for fundraising strategy
- Comfort working cross-departmentally, particularly with the Business and Communication teams
- Demonstrate an affinity for and interest in the Quaker values as embodied in the CFS community
- Demonstrate commitment to understanding and exploring how power and inequality, influenced by factors such as race, class, gender, sexuality, neurodivergence, and different physical abilities, impact our students, families, and colleagues

This appointment is a 12-month role with a hiring range of \$55,000 - \$65,000 based on experience. Carolina Friends School offers a comprehensive benefits package, generous holidays and vacation time, and a supportive, inclusive work environment.

Candidates from diverse cultural and ethnic backgrounds are strongly encouraged to apply.

APPLICANTS: Please review the Who We Are, Commitment to Diversity and Inclusivity, and Important Information for All Applicants sections on the [CFS employment opportunities page](#).

Carolina Friends School actively strives to be a community of staff, students, and families of diverse backgrounds. CFS does not discriminate based on age, race, color, gender, gender identity, sexual orientation, religion, disability, socio-economic background, family structure, national or ethnic origin, genetic information, or military service in the administration of its policies and programs.

[APPLY HERE](#)

Carolina Friends School has engaged Capital Development Services (CapDev) to conduct a search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Application materials will be reviewed as received. Additional inquiries may be directed to search@capdev.com.