

# Moore College of Art and Design

## Job Posting

**Status:** Exempt

**Position:** Advancement Operations Associate

**Reports to:** Vice President for Institutional Advancement

**About Moore:** Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit [moore.edu](http://moore.edu) and follow us on social media @moorecollegeart.

**Benefits:** Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

**Position Summary:** The Advancement Operations Associate plays a central role in ensuring the smooth, accurate, and timely operations of Moore's Advancement Office. This position oversees the administration of the College's donor database (Raiser's Edge/NXT), manages gift processing and acknowledgments, coordinates annual digital stewardship reporting for major gift donors, conducts prospect research, and supports the Advancement team with email marketing setup and scheduling. The Advancement Operations Associate works closely with colleagues across Advancement and other College departments to ensure data accuracy, timely communications, and operational efficiency.

The ideal candidate is highly detail-oriented, organized, and proficient in database management and email marketing platforms such as Raiser's Edge/NXT and Constant Contact. This role requires excellent time management skills, the ability to handle multiple priorities, and a commitment to maintaining accurate donor records and high-quality communications.

### **Required Qualifications:**

- Bachelor's degree.
- Experience with donor databases (Raiser's Edge/NXT preferred).
- Proficiency in Microsoft Office (Word, Excel, Access, Outlook).
- Experience with email marketing platforms such as Constant Contact.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Ability to maintain professionalism, discretion and confidentiality.
- Ability to collaborate across teams, roles and constituencies, treating both internal and external stakeholders with respect

### **Preferred Qualifications:**

- Experience in a higher education or nonprofit advancement environment.
- Familiarity with prospect research tools and industry best practices.
- Experience submitting occasional grant applications and reports to foundation partners.
- Knowledge and interest in the arts or arts education, with an eagerness to deepen knowledge of arts funding and advancement services.

### **Responsibilities:**

#### **Database Administration & Reporting**

- Serve as primary administrator for Raiser's Edge/NXT, ensuring data integrity through regular maintenance, clean-up projects, and system updates. Propose and implement systematic changes, policy and best practices for using the database.

- Research and update biographical/contact information to improve data integrity.
- Pull lists for email, mailings, events, and prospecting as requested by Advancement staff.
- Provide occasional user support/training on Raiser's Edge/NXT.
- Generate bi-weekly reports for the VP for Institutional Advancement, President, and other Advancement staff. Provide ad-hoc reports as needed. Propose and implement improved reporting processes to ensure efficient processes and best practices.
- Collaborate with the Business Office, Admissions, Registrar's Office, and other departments to improve and maintain data accuracy.
- Maintain and follow a rigorous data import schedule in partnership with departments across the college to ensure data integrity.

#### **Gift Processing & Acknowledgments**

- Enter all gifts into Raiser's Edge and reconcile monthly and annually with the Business Office.
- Draft, mail-merge, and prepare acknowledgment letters for review/signature by Advancement leadership. Mail acknowledgment letters.

#### **Digital Stewardship and Communications Support**

- Produce a streamlined, digital stewardship report for major gift donors on an annual basis, ensuring accuracy of fund-related data.
- Confirm scholarship award data with Financial Aid each fall.
- Coordinate with the Business Office to gather relevant fund information for reporting.
- Submit grant applications and reports to foundation partners in a timely manner.
- Serve as the Advancement team's primary resource for compiling and scheduling visually appealing, on-brand email campaigns in platforms such as Raiser's Edge/NXT, Constant Contact or similar systems.

#### **Prospect Research**

- Conduct in-depth prospect research and prepare well-polished briefing materials in a timely manner for the President, VP for Institutional Advancement, and Advancement staff.
- Identify potential major gift prospects and provide relevant background information.
- Maintain up-to-date research files and prospect management data in Raiser's Edge.

#### **Office & Event Administration**

- Respond efficiently to inquiries from donors, alumni, volunteers, and staff in a professional and friendly manner.
- Provide event registration, setup, and administrative support for Advancement events, including the annual Fashion Show fundraising event, Senior Show, and smaller donor receptions.
- Monitor and respond to inquiries in the Advancement email inboxes.
- Maintain and organize the Advancement department's digital and physical records and files.
- Order and manage office supply inventory.
- Perform other duties as assigned.

#### **Physical Demands/Working Conditions:**

Standard office environment with no unusual physical demands.

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

**To apply:** send a cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: [hr@moore.edu](mailto:hr@moore.edu).

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <http://moore.edu/about-moore/non-discrimination-504-titleix>