

STERNE SCHOOL Job Description

Advancement Manager

Sterne School provides full-day instruction to lower, middle, and high school students. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, responsible students. The school is certified by the California State Department of Education and accredited by both the California Association of Independent Schools (CAIS) and the Western Association of Schools & Colleges (WASC). Sterne School is an equal opportunity employer.

JOB DESCRIPTION: This is a full-time, on-site position. The Advancement Manager reports to the Director of Advancement, Marketing, and Communications (AMC) and is responsible for supporting all of Sterne's fundraising efforts so that the school can meet its annual fundraising milestones, as well as its long-term Strategic Plan goals. Responsibilities include:

ESSENTIAL FUNCTIONS

Database Management

- Enter gifts, pledges, and pledge payments into Raiser's Edge NXT system
- Maintain accurate information on all constituents
- Manage the gift acknowledgment and pledge reminder process
- Generate and implement database queries and exports
- Provide updates for administration and Board — status reports, prospect research, etc.
- Regularly reconcile donor records with the Business Office

Annual Fund

- Support the Director of AMC in implementing the school's Annual Fund, including the management of solicitation mailings, emails, and/or text messages
- Produce updated campaign reports for the Advancement Committee and Board.
- Maintain and manage Annual Fund online giving platforms
- Develop and produce mailing lists, donor recognition lists, data files, prospective donor lists, and other information for the Annual Fund, restricted Campaigns, and other solicitation and stewardship activities
- Coordinate and manage campaign outreach and follow up to ensure campaign success

Prospect Research & Analysis

- Conduct prospect research and generate profiles on parents, alumni, and alumni families
- Analyze information to guide the development of cultivation and solicitation strategies
- Work with the Admissions Office to provide research on incoming new families

Grants & Outside Donor Research & Outreach

- Conduct prospect research on outside donors, organizations, corporations, and foundations
- Assist with building and maintaining a grant calendar; writing grant applications; and producing follow-up reports to funders

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Advancement Events

- Attend annual Advancement events, and assist event leads/chairs with coordination and planning as needed. Examples of these events at Sterne include:
 - Back to School Picnic
 - Fall Donor Recognition
 - Annual Gala (spring)
 - Grandparents / Special Friends Breakfast
 - Spring Donor Recognition
 - Capital Campaign events
- Research, vet, and schedule event vendors; work with the Business Office to manage event budgets; process/track all related invoices and payment requests
- Collaborate with the Admissions Office to support New Family Onboarding efforts as they relate to Advancement

RESPONSIBILITIES/DUTIES

- Interact and maintain professionalism with students, parents, alumni, faculty and staff via email and in person
- Work with Sterne Administrative staff and Board Members on any high-level special projects that require specialized attention
- Maintain confidentiality and respect for privacy regarding donor, admissions, and family contact data
- Be an active, visible part of the Sterne School community by attending community events such as student concerts, film festivals, drama performances, athletic events, etc.
- Additional responsibilities/duties as they relate to the position and the Advancement, Marketing, and Communications Departments

QUALIFICATIONS & SKILLS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Two or more years of nonprofit development or fundraising experience in major donor cultivation, corporate giving, and/or events management
- Demonstrated success meeting fundraising goals through diverse funding streams for organizations with operating budgets between \$5M-10M
- Strong project management skills and ability to coordinate multi-year fundraising initiatives
- Strong relationship-building skills and comfort meeting donors one-on-one
- Excellent written and verbal communication skills, with the ability to adapt content for various audiences
- Experience with donor database/CRM systems
- Attention to detail, highly organized with an ability to manage multiple priorities with overlapping deadlines
- Ability to work creatively, think strategically, and analyze data
- Proficiency with Google Workspace (Docs, Sheets, Slides, Forms, Drive)
- Experience in nonprofit or mission-driven communications

PREFERRED SKILLS INCLUDE

- Experience using Blackbaud & Raiser's Edge NXT
- Experience with online giving platforms
- Grant writing experience
- Work experience in a nonprofit or educational setting, particularly independent schools

START DATE: July 2026

COMPENSATION

- \$76,000–86,000 per year, commensurate with experience

TO APPLY

- [Click here to submit your resume via Indeed](#)
- [Click here to submit your resume via LinkedIn](#)