



EAST Job Description

Job Title: Advancement Operations Specialist

Department: Finance

Reports To: Vice President of Finance

FLSA Classification: Exempt

Safety Sensitive Position: No, except when working with students

Approved Date: January, 22, 2026

Summary: The Advancement Operations Specialist supports the Finance team by assisting the Development and Growth teams, managing the operational systems, processes, and data that enable efficient and effective fundraising and recruitment of new EAST programs. This role ensures each team runs smoothly through accurate database management, gift processing, reporting, prospect research, and coordination of Development and Growth-related activities.

Essential Duties and Responsibilities:

- Maintain and oversee the donor management database to ensure accurate, complete, and up-to-date records.
- Monitor database hygiene and perform regular data audits to support fundraising integrity and reporting.
- Process incoming gifts and ensure timely, accurate gift acknowledgment procedures.
- Coordinate with the Finance Team to reconcile revenue records and maintain accuracy between systems.
- Develop and manage systems and workflows that support Development and Growth operations.
- Generate reports and provide data analysis to inform development strategies and decisions.
- Produce regular reports on development metrics (e.g., fundraising totals, campaign performance) for leadership review.
- Serve as project manager for departmental system enhancements, data initiatives, and special development projects.
- Conduct donor and prospect research to support cultivation, stewardship, and fundraising efforts.
- Assist with donor communications, acknowledgments, and development materials.
- Coordinate logistics for development-related activities, including meetings, travel, and special events.
- Provide administrative support to Development and Growth leadership as needed.

Secondary Duties and Responsibilities:

- Provide additional support to other accounting staff as needed.
- Collaborate with staff to support the planning and delivery of the annual Conference and other organizational events.
- Other duties as assigned.

Supervisory Responsibilities:

- None

Education and/or Experience:

- College degree preferred, particularly in nonprofit management, business administration, communications, or a related field.
- Experience with donor databases or CRM systems (e.g., DonorPerfect or similar).
- Prior experience supporting development, advancement, or finance operations in a nonprofit environment (preferred).

Required Skills/Abilities:

- Strong analytical and problem-solving skills with a detail-oriented approach to data and systems.
- Proficiency in QuickBooks and Microsoft Excel; experience with Google Workspace preferred.
- Ability to handle confidential donor and financial information with discretion.
- Proficiency in database management, reporting, workflow automation, and data integrity best practices.
- Ability to identify inefficiencies and implement system and process improvements.
- Ability to manage multiple priorities independently while collaborating across departments.
- Excellent written, verbal, and interpersonal communication skills.
- Basic arithmetic, including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions.
- Must have a current, unrestricted driver's license.
- Willingness and ability to travel overnight occasionally.
- English language, including grammar, spelling, and professional writing conventions.

Physical Requirements:*

- Ability to occasionally lift up to 35 pounds.
- Ability to drive a car.
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear.

**Requests for accommodation need to be directed to Human Resources.*

Work Environment:

- Quiet to moderate noise level.
- Fast-paced, positive, creative, collaborative, and mission-driven.

This job description has been approved by:

Manager Signature

Print Name

Date

HR Signature

Print Name

Date

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Print Name

Date