



## Director of Advancement Services

Montgomery Bell Academy  
Nashville, TN

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### About Montgomery Bell Academy

Montgomery Bell Academy (MBA) is an all-boys college preparatory school for grades 7–12, founded in 1867. Guided by a mission to develop Gentlemen, Scholars, and Athletes, MBA blends time-honored traditions with forward-looking innovations to prepare graduates for the opportunities and challenges of the 21st century.

Located in west Nashville, the school enrolls approximately 850 young men and is supported by more than 150 dedicated faculty and staff. MBA offers a rigorous and varied academic program, extensive character and service initiatives, and competitive athletic opportunities across numerous sports. More information is available at [www.montgomerybell.edu](http://www.montgomerybell.edu).



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## Director of Advancement Services

The Director of Advancement Services is integral to the success of MBA's advancement efforts and is responsible for overall fundraising-data management and strategic support of fundraising efforts in the Alumni & Development Office. The Director is responsible for relationship and pipeline management, research and reporting, stewardship and oversees data integrity, gift entry/processing and donor acknowledgements. The successful candidate will ensure that MBA's frontline fundraising team is provided with strategic data and metrics, which will serve as a dashboard for guiding fundraising strategy and analyzing overall department performance.

The Director of Advancement Services will also serve as a welcoming ambassador for MBA and the development team and will be a student-centered colleague who embraces the school's mission of Gentleman, Scholar, Athlete. All MBA faculty and staff members are expected to guide the boys not only in the pursuit of academic excellence, but also in the importance of kindness, humility, respect, integrity, and perseverance as part of developing a twenty-first century gentleman.



## Position Responsibilities

- Manage the Raiser's Edge (RE) fundraising database, constituent records and data integrity in the donor database and digital files and ensure that all members of the Advancement team have the necessary training and tools required to utilize RE effectively, accurately and in adherence with best data practices.
- Design and implement prospect management protocols and systems and take a lead role in supporting prospect research needs for the Advancement Office.
- Establish a structured approach to managing the donor pipeline through portfolio management and prospect analytics.



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## Position Responsibilities (continued)

- Facilitate regular prospect management and donor strategy meetings to drive solicitation strategies and fundraising progress.
- Develop a streamlined, accurate research process that delivers high-quality, in-depth prospect and donor insights to Advancement staff and leadership.
- Prepares and delivers regular, accurate financial reports on fundraising receipts and commitments, with focus on pledge schedules, outstanding or open proposals, lapsed donor activity and progress towards goal.
- Promote a philanthropic culture by assisting with donor stewardship, managing tasks related to impact reports, annual endowment reports, gift acknowledgements, and other stewardship efforts.
- Work closely with Alumni & Development staff to ensure data and actions collected from donors are recorded in their records.
- Promote positive donor relations by ensuring the accuracy, confidentiality, and integrity of biographical, demographical, and gift record information.
- In partnership with the advancement team and CFO, responsible for reviewing the gift acceptance policy on an ongoing basis, ensuring that it accurately reflects current processes, and providing recommendations for adjustments when necessary.
- Serve as the primary point of contact with the marketing and communications office to coordinate email communications and other general communications needs as they arise.
- Manage the process of maintaining and updating the database including, but not limited to, performing regular quality checks, annual new student family uploads, obtaining and maintaining constituent email addresses, and return address corrections.
- Provide organizational support for events and fundraising activities, including mailings, appeals, and donor communications.
- Support email and direct mail appeals through proper data segmentation and distribution
- Track appeal data, create queries, generate and pull reports to influence data-driven programmatic decisions.
- Oversee office master calendar and the integration as needed with MBA's master calendar, particularly with Advancement events.
- Assist as necessary with the processing of gifts and pledges into the donor database, ensuring accuracy, integrity, and confidentiality.



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## Qualifications

- Bachelor's Degree and a minimum of 5 years of professional experience with database systems, data entry, or development; preferably with an independent school or in higher education.
- Exceptional written and verbal communication skills.
- Strong project management skills with a proven ability to prioritize tasks and meet deadlines.
- Proficiency in Raiser's Edge & RE NXT preferred.
- Strong attention to detail and exceptional organizational skills.
- Excellent computer skills are required, as well as proficiency in G-Suite and Microsoft Office Suite, including Excel, PowerPoint, and Word.
- Ability to manage highly confidential personal and financial information.
- Exceptional interpersonal and oral skills.
- Ability to work independently and as a member of a team.
- Engage positively with the MBA community, including faculty/staff, parents, trustees, and alumni.
- Demonstrate a commitment to excellence, detail, and ability to prioritize and manage multiple projects simultaneously in a dynamic environment.
- A highly organized, analytical thinker who can work with and process detailed information.
- Strong math and computer competency required.



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## Compensation

MBA offers a comprehensive benefits package and a competitive salary. Final salary will depend on several factors, including a candidate's qualifications, skills, education, and experience.

## Interested Persons Contact

Jonathan K. Ball  
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*All inquiries and nominations are kept confidential*

*Montgomery Bell Academy is an Equal Opportunity Employer, and does not discriminate against employees or applicants on the basis of race, color, religion, national or ethnic origin, disability, sex, age, or any other characteristic protected under applicable state and federal laws.*



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