



Advancement Support Specialist

ABOUT THE POSITION:

The Advancement Support Specialist serves as the operational backbone of the Advancement team, ensuring accuracy, organization, and consistency across all fundraising systems, data, and processes.

This role is responsible for maintaining high-quality data, managing reporting and tracking systems, supporting grant and donor workflows, and ensuring timely and accurate execution of core advancement functions.

The ideal candidate is highly detail-oriented, process-driven, and analytical, with a strong commitment to accuracy, organization, and continuous improvement.

REPORTING STRUCTURE:

This position reports to the Senior Director of Mission Advancement

RESPONSIBILITIES:

Advancement Data & Systems Management:

- Maintain accurate and up-to-date donor and prospect records in the CRM
- Perform regular data audits, reconciliations, and quality control checks
- Process gifts with a high degree of accuracy and consistency
- Generate reports to support fundraising strategy, forecasting, and reconciliation
- Support list segmentation and data pulls for campaigns and communication

Gift Processing & Donor Acknowledgment:

- Process and record all gifts in alignment with internal and accounting standards
- Ensure timely, accurate donor acknowledgments (target: within 48–72 hours)
- Maintain documentation for restricted gifts and donor intent
- Track pledges and payment schedules

Grant & Reporting Coordination:

- Maintain and manage the master grants calendar, including deadlines for proposals, reports, and renewals
- Track progress on grant deliverables and proactively flag upcoming deadlines
- Support collection and organization of data required for grant applications and reports
- Assist in preparing draft materials and supporting documentation



Process, Documentation & Workflow Management:

- Develop and maintain standard operating procedures for advancement activities
- Ensure consistent application of data entry standards and internal policies
- Identify inefficiencies and recommend improvements to systems and workflows
- Support onboarding and training of staff on data and process standards

Administrative & Operational Support:

- Provide scheduling and coordination support for Advancement leadership
- Prepare materials for donor communications, reporting, and internal use
- Maintain organized digital files and documentation systems
- Support tracking of donor engagement and moves management activity

Qualifications:

- 2–5+ years of experience in nonprofit operations, development, data management, or administrative support
- Experience working with CRM/databases (DonorPerfect strongly preferred)
- Strong proficiency in Excel and data handling
- Exceptional attention to detail and commitment to accuracy
- Highly organized with the ability to manage multiple deadlines and priorities
- Strong written communication and proofreading skills

Core Competencies:

- High attention to detail and commitment to data accuracy
- Strong analytical and problem-solving skills
- Ability to follow, maintain, and improve structured processes
- Excellent organization and documentation skills
- Comfort working independently on detail-oriented tasks
- Ability to manage deadlines with consistency and reliability
- Commitment to data integrity, confidentiality, and accountability

Work Style:

- Thrives in structured, process-driven environments
- Takes pride in producing accurate, reliable work
- Approaches tasks methodically and thoughtfully
- Values clarity, consistency, and organization



Every candidate for a position at Music for All must understand and acknowledge that a substantial portion of the organization's business is the planning and execution of special events. As such, all Music for All employees are involved in the planning of events and have some on-site event production duties and responsibilities with some travel required.

Music for All offers a competitive compensation and benefits package including base salary, health, life, dental, and disability insurance benefits, 401(k) retirement plan, tuition reimbursement, professional development, health savings account, and flexible spending account.

ABOUT MUSIC FOR ALL

Music for All's mission is to create, provide and expand positively life-changing experiences through music for all. Our vision is to be a catalyst to ensure that every child in America has access and opportunity for active music making in their scholastic environment.

Founded in 1975, Music for All is a destination – and sets the standard – for scholastic music ensemble performance and music education advocacy. Music for All provides ensemble experiences, hands-on opportunities for individual student performance training and growth, and teacher professional development.

Music for All is also committed to informing and empowering students, parents, and teachers to be engaged advocates for the arts and music education in their communities and across the nation.

A 501(c)(3) nonprofit educational organization, Music for All's programs include 30+ annual events, serving more than 600,000 attendees each year – more than 1.3 million in our 47-year history. Our programs including the Bands of America Grand National Championships and Regional Championships for marching bands, the Music for All Summer Symposium camp for students and teachers, the Music for All National Festival and Affiliate Regional Music Festivals for concert bands, orchestras, choirs, chamber ensembles, percussion ensembles, and the national honor concert band, jazz band, orchestra, and the Bands of America Honor Band that marched for the fifth time in the Rose Parade® in 2022.