

Advancement Administrative Coordinator

Under supervision of the Associate Director of Advancement, this position provides support to the Advancement Office. The Advancement Administrative Coordinator position interacts with CDS community members: parents, faculty, donors, volunteers, alumni, and others, works with confidential information, works frequently in Raiser's Edge for data entry, report creation, and to keep files and records current, provides general Advancement department support, assists with all stewardship efforts, and handles special projects as needed.

Development & Advancement Services Responsibilities (70%):

- Provide departmental support by maintaining records and pulling reports from the main data system, currently Raiser's Edge and Raiser's Edge NXT
- Receive, processes, and receipt all private gifts to CDS and Horizons at CDS, including cash, credit cards, payroll deductions, electronic fund transfers, online gifts, securities, real estate, deferred and in-kind gifts following IRS, FASB, and CASE regulations regarding charitable giving
- Data entry updating records and adding new information
- Stewardship: Prepare donor and volunteer acknowledgment letters based on nature of gift or service, prepare annual endowment report and stewardship packages, prepare thank you and recognition gifts, and maintain filing system and stewardship documentation
- Maintain accurate gift records for donations, pledges, and matching gifts
- Maintain constituent, classroom, and grade level participation rates when needed
- Supports other Advancement Office initiatives, including the Annual Fund, Alumni Relations, and special campaigns, as needed and assigned
- Scan images of gift correspondence data when needed
- Process returned mail or updates received through electronic or phone notification. This includes, but is not limited to: updating name, address, phone numbers, mailing status, regions, email subscriptions or other coding as needed to support the output needs of the donor information system
- Utilize appropriate project management and event management software to manage complex data, particularly to track auction items and sales, and event attendees. Work with the Advancement team and Finance Department to reconcile event reports. (Currently GreaterGiving, Raiser's Edge, AccelEvents, etc.)
- Enter data/prospects/codes as necessary, archives, reassigns, organizes, and purges information as needed. Maintains up-to-date information as well as historical records.
- Attend regular training sessions offered by Blackbaud or other sources as budget allows, sharing knowledge gained with the department, as appropriate

Administrative Duties (30%):

- Serve as administrative support to the Chief Advancement Officer and Associate Director of Advancement, maintain calendar, coordinate events and meetings, schedule external appointments, etc.
- Prepare purchase requisitions for department; reconciles department credit card statements
- Track departmental budget reports
- Track and maintain inventory for the department (promotional items, stationery, development supplies, event supplies, etc.)
- Coordinate and manage mailings
- Carry out special projects as needed
- Create and modify documents using Microsoft Office Suite (Word, Excel, Power Point) as well as the Google Suite of applications (Docs, Sheets, etc.)
- Other duties as requested or assigned

Additional Responsibilities:

- Represent the school at various public gatherings, as requested to include, but not limited to all Advancement functions.
- Serve as additional staff support for CDS events.
- Must be able to interact with a variety of constituents in a highly professional manner and handle sensitive information with utmost confidentiality.

Job Knowledge, Skills and Abilities

- Proficiency in Microsoft Outlook, Word, and Excel required.
- Proficiency using databases, making queries and running reports required. Experience with CRM databases and/or Blackbaud software including Raiser's Edge and Raiser's Edge NXT strongly preferred.
- Proficiency in Event software such as Greater Giving preferred.
- Excellent verbal and written communication skills.
- Must pay great attention to detail in composing, typing, proofing materials, establishing priorities and meeting deadlines.
- Must be organized, self motivated, and have the ability to work with independence.
- Must have knowledge of office administrative procedures, and the ability to operate standard office equipment.
- Must have the ability to maintain absolute confidentiality and professionalism.
- Advanced analytical ability and critical thinking skills are required for database responsibilities and for troubleshooting.

Qualifications: Associate degree required, College degree preferred. Blackbaud certification in Raiser's Edge NXT and/or Raiser's Edge preferred. Required experience of 3 - 5 years in administrative or data processing position, preferred 3 - 5 years in administrative or data processing position with private school background.

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

Salary range \$50,000-\$55,000 depending on experience.