



St. Anne's-Belfield School

Job title: Gifts & Database Manager

Department: Advancement/ Development and Alumni Relations Team

Position summary: The Gifts & Database Manager is a core member of the School's development and alumni relations team. They are responsible for managing the donor database, entering gifts and thanking donors, and providing impeccable data from which strategic decisions can be made. The manager is the main liaison to the School's business office, working to ensure the development office and business office are aligned in their goals, understanding of processes, and that shared data and projects are error-free, efficient, and smooth. The development and alumni relations team is responsible for building relationships to foster engagement and philanthropic support for the School. As a key member of the team, the manager will further these goals by providing personal and thoughtful customer service, striving for a high level of excellence in all tasks, large and small; with the ability to value how our day-to-day work fits into and advances the overall mission of the School.

Gift Processing and Acknowledgement:

The manager will:

- Record all gifts received by the School (about 2,300 each year) in the constituent relationship management system, Raiser's Edge. Maintain current processes for acknowledging and stewarding gifts, including generating corresponding tax-receipt and thank you letters for each gift.
- Work with the School's Business Office to ensure endowed funds are properly maintained and stewarded. Prepare an annual activity summary for each fund to report to donors.
- Prepare reports for the monthly reconciliation process with the business office to ensure gifts entered into Raiser's Edge match the business office's records.
- Work with the Head of School's office on a monthly basis to ensure our highest level donors are personally thanked by the Head of School.
- Participate in the School's annual audit with the business office, preparing document and locating gift acknowledgements and agreements as needed.
- Serve as the first-point-of-contact for our donors for anything related to updating their records, obtaining copies of their giving histories, difficulties processing their gifts, and/ or tax questions.

Database Management:

The manager will provide comprehensive management of the donor database, including:

- Managing the operation, maintenance, data input, data integrity and accuracy of the constituent database management system.

- Managing integration and ongoing exports and imports of data from Raiser’s Edge, including wealth screenings, National Change of Address updates, Veracross updates (our student relationships system), and more.
- Maintaining accurate constituent records in the database in a timely manner.
- Initiating ideas and creating new processes to proactively collect key data points and improve data integrity.
- Prioritizing and accommodating competing requests for data and reports.
- Staying apprised and trained on the latest Raiser’s Edge technologies and improvements, and helping educate staff on more effective ways to use Raiser’s Edge.

Team Support and Special Campaign Duties:

The manager will:

- Create reports on a weekly, monthly, quarterly, and as needed basis for the monitoring of campaign and annual giving progress.
- Provide insights into, and analysis of, our database and donors to identify trends and opportunities for further cultivation, solicitation and stewardship.
- Create donor reports and constituent profiles for principle, major, and leadership donors, as needed.
- Assist with planning of international trips for our senior administration team, typically one per year, by providing donor research, preparation of gifts, travel arrangements, itineraries, and more.
- Working with the event chairs, track and report on the ticket sales and sponsorship of our annual fundraising event, The Maroon & White Party.
- Support donor, alumni, and school-wide events, such as Alumni Weekend, Alumni Board Meetings, thank you events, campaign events, and the Maroon & White party, with advance logistics and/ or in-person support at the event (such as checking in guests, etc.).
- Continually look for new efficiencies and improvements to the current steps and processes with the goal of creating a best-in-class, best practices gift processing and stewardship program.

Essential Skills:

- Experience with constituent relationship management system, such as Raiser’s Edge, Salesforce or Access, and strong Excel skills.
- Strong attention to detail, self-starter mentality, ability to self-manage, positive attitude, team-player, enjoys and professional, mission-driven environment.
- 3+ years of experience in Development or related fields.
- Familiarity with fundraising campaigns, stewardship processes, non-profit or board management, and/ or accounting processes.
- Excellent interpersonal and written and verbal communication skills with an interest and focus on customer service.
- Strong interest in K-12 education generally, and St. Anne’s-Belfield School more specifically.
- Bachelor’s degree, or higher, or equivalent related experience.

Reporting to this position: No direct reports.

Physical demands and work environment: Office environment with frequent interruptions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description is not intended to be cover all responsibilities of the position, however, it is intended to provide a summary of job responsibilities.