

**Portsmouth Abbey School
Development Office**

Development Office and Database Coordinator

Direct Report: Director of Development Data and Analytics
Employment Status: Staff

The Development Data assistant serves as the central data coordinator for of the Office of Development & Alumni Affairs. Duties include working closely with the Development team of the School in an administrative and support role.

CHARACTERISTIC DUTIES

Development Database Assistant Duties

- Provide database administration and support for all departmental systems
- Maintain data with accuracy and thoroughness and perform all data entry across all systems, including Raiser's Edge; return mail and NCOA processing, address updates, email address updates, managing unsubscribes via Finalsight and NetCommunity, updating constituent coding as constituents are entered in to Raiser's Edge and throughout the year as appropriate.
- Perform all gift processing and transmittal of receipts, acknowledgement letters and gift related documentation, including ensuring that all stewardship procedures are performed expertly and in a timely manner.
- Maintain records and files for matching gift companies and follow up on outstanding matching gifts as needed.
- Assist with generating reporting for Annual Fund, Endowment and Capital, including batch and ad hoc reporting.
- Facilitate monthly and annual financial auditing between Development and Business Offices, to include account balance reconciliation and proper documentation for auditing purposes.
- Provide datasets to all departmental members for major outreach, including segmented mailings and email campaigns.
- Ensure accurate processing of recurring monthly gifts with follow-up on those that have lapsed or failed to process.
- Assist with mail merge communications such as stewardship letters and solicitations by printing letters and stuffing envelopes as needed.
- Assist the department with the entering of actions and notes into Raiser's Edge including volunteer outreach during Parent Participation Month.
- Assist the department with the creation and execution of queries and exports in Raiser's Edge.
- Prepare annual tax statements for constituents with recurring/multiple gifts.

- Help manage direct mail and email efforts for Annual Fund solicitations, pledge reminders, receptions, the Bulletin Magazine, the Annual Report, The Oblate Newsletter and other office initiatives and activities.
- Work with the Admissions office using submitted applications for the entering and updating all appropriate records for new students and parents.
- Staff special events when requested.
- Support requirements of the Development team.
- Assist with other office projects and special events as needed.

REQUIREMENTS

- Bachelor's degree or equivalent work experience.
- Three years of experience in a similar position.
- Proficiency, or at least familiarity, with the most recent versions of Raiser's Edge NXT (or similar software), Microsoft Office, and NetCommunity. Prospect research and wealth screening software knowledge highly desired.
- Strong interpersonal skills with an ability to organize, prioritize and manage multiple tasks simultaneously.
- High degree of comfort with the use of technology including strong computer and internet skills.
- Administrative abilities, organizational skills, and the capacity to manage multiple tasks with attention to detail.
- The ability to work closely with a varied constituent base (Board of Regents, alumni, parents, faculty and staff), to exercise discretion, and to maintain information with appropriate confidentiality.
- Demonstrate strong written and verbal communication skills.
- A strong connection to the mission of Portsmouth Abbey School and a passion for independent, boarding school education.

Please submit a resume and cover letter to alumni@portsmouthabbey.org. No calls please.

Details of Staff position:

Salary: commensurate with experience, 6-month probationary period

Full-time: avg. 40 hours per week, 5 days per week

Benefits:

Vacation: 2 weeks per fiscal year

Pension (403b): PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)

Health insurance: United Healthcare of RI; Waive = \$3,100 stipend

Dental insurance: Delta Dental

Life insurance: equal to one year's salary

Short-term disability (TDI): paid by employee and administered by State of RI

Long-term disability: 90-day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)

AD&D: per policy

Employee Assistance Program: attached

Tuition remission: 100% tuition remission after 2-year waiting period

Offer contingent upon successful completion of a background check