



## Academy Prep Center of St. Petersburg

**Position: Development & Events Manager**

**Hours: 40**

**Directly Reports to: Director of Development**

**Job Summary:** This position supports the Development Office, CFO, Foundation, Board of Trustees and the school overall. This person also participates in fundraising activities including donor relations, direct mail appeals and special events.

**Specific Duties and Responsibilities - Under the supervision of the Director of Development**

### **Development Administration:**

- Acknowledges all donor gifts for APSP campus (and Foundation, if requested)
- Process and reconcile credit card donations
- Prepare and submits check requests/reimbursements; keep copies on file
- Assists with the Campus Tour program and additional school visits
- Assists with the Student Ambassador Program
- Assists in production and distribution of marketing materials
- Assists in production of guest lists and materials for events
- Prints and mails Thank You and other follow up materials to donors and prospects
- Processes invoices generated by Development for payment
- Maintains and orders office supplies
- Process and reconcile Development's purchasing credit card
- Assist in the preparation and assembly of donor information folders
- Implement donor research and follow-up with potential donors
- Report technical and/or mechanical issues to Operations Manager and/or IT support as needed for Development Office
- Shop for food and supplies for meals for campus tours, board meetings, etc.
- Setup prepared meals for campus tours, board meetings, etc.

### **Database Administrator:**

- Maintains all aspects of Raiser's Edge NXT database
- Ensures email distribution lists are accurate and up to date
- Receives & forwards monies to Operations Manager
- Inputs and tracks all donor gifts for APSP campus (and Foundation, if requested)
- Creates and runs queries as requested
- Generates reports as requested
- Research donor and foundation information and add to database

### **Event/Project Management:**

- Serves as main point person to the event chair(s) and oversees committee meetings, invitations, minutes, and communications
- Serves as main point of contact for all event sponsors regarding payment, guests, and special guests
- Coordinates logistics with the venue and vendors
- Tracks event revenue and expenditures

**Development Support:**

- Assists the Development Director as needed in annual campaigns, major gifts, planned giving, corporate and foundation activities, special events, sponsorships, stewardship programs, and capital and endowment campaign planning and implementation
- Assists the Development Director as needed with donor research, friend-making activities, and follow-ups with potential donors
- Researches new and creative approaches for fundraising
- Reviews donation data for development reports and general ledger reconciliation

**General Accounting:** Performs procedures in conjunction with CFO or Operations Manager:

- Donor reconciliation to the general ledger
- Convey credit card payment data to Operations Manager
- Transmit checks and their photocopies with accounting codes to Operations Manager
- Year end audit assistance
- Special requests by Operations Manager and CFO
- Maintain financial records of expenditures for all development events

**Knowledge, Skills and Abilities Required**

- Associate or Bachelor's degree from accredited institution
- Extensive knowledge of PC based computing as well as Cloud-based (Microsoft and Google)
- Basic database knowledge and some experience using a database
- General knowledge of basic accounting principles
- Excellent verbal and written communication skills (with strength in grammar and proofreading) and interpersonal skills
- Ability to arrive early or stay late based on events, tours, or special guests
- Must be very detail oriented and organized
- Ability to multi-task projects and prioritize within a defined time constraint
- Must possess a high degree of trustworthiness and professional demeanor
- Must work well within a small group
- Reliable transportation
- Ability to climb stairs several times a day
- Ability to lift up to 15 lbs repeatedly

**Knowledge, Skills and Abilities Preferred**

- Experience in a fundraising office
- Experience with database management, specifically Raiser's Edge NXT or other Blackbaud products
- Skill in creating tasteful displays with food
- Ability to lift up to 50 lbs repeatedly