

(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster

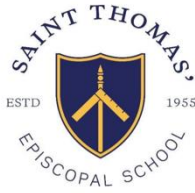
Administrative & Advancement Database Specialist Reports to the Director of Development and Advancement

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School (STE) is seeking an Advancement Database Specialist to support the coordination and prioritization of gift processing activities and ensures accurate processing and stewardship of gifts. The ADS is an expert in the Veracross database, providing system support for the Advancement department. This position is responsible for working with the business office to confirm campaigns associated with the daily deposits of checks, as well as ensuring the timely import of cash, checks, credit cards, and ACH payments into the Veracross database. The ADS will confirm all corporate matching gifts and associated donor contributions. The ADS will create, print, and mail all donor acknowledgment letters and pledge reminders, as well as oversees the donor stewardship duties. The ADS performs basic donor research (simple web searches for constituent address/phone/spouse information), donor record updates, maps forms built through Veracross for fluid processing of online gifts and event registration, runs regular solicitor reports, and enters any notes or constituent attributes and/or events as requested. The ADS will help maintain the data integrity of the Veracross database by performing regular monthly duplicate record checks and reconciliation reports. This position is responsible for the general email and direct phone line for the Advancement department. The ADS is responsible for ordering department supplies, being the main contact for the department's printer and office equipment, and scheduling maintenance. This position provides general team support by assisting with other duties as assigned. The ADS deals with sensitive information and is obligated to maintain appropriate confidentiality regarding a constituent, donor, and gift information.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Responsible for determining gift designations with the business office (cash, checks, credit cards, stock, and ACH transfer);
- Oversees the corporate matching gift activity by recording matching gifts in Veracross, Tithley, and Church 360 ensuring the associated donor to the matching gift is correctly mapped, confirming the company's matching gift requirements;
- Manages the entire letter acknowledgment process, including birthday cards, holiday correspondence, and donor awards (update letters, ordering paper/envelopes, and departmental supplies);



(The Rev'd) David O. Browder, Rector | **Tom Bendel**, Headmaster

- Produces acknowledgment letters for donations and gifts made in honor or memory – ensures a 48-hour turnaround time on letters; sends bereavement offerings and gifts to those in need for the Church.
- Directs the full donor pledge reminder process – ensure accurate donor pledge information into Veracross and monthly pledge reminders;
- Works on a range of Veracross projects including, but not limited to, monthly reconciliation, duplicate management; record management; profile code cleanup; imports, and actions;
- Manages a thorough donor stewardship matrix – including, but not limited to ensuring donors receive handwritten thank you notes, gifts, event invitations, and gift updates;
- Responsible for the research and regular updates of donor and alumni records to ensure accurate address, email, and phone information;
- Produces solicitor, donor, and constituent queries and reports as requested;
- Provides distribution lists and mail lists for the Advancement department;
- Ensures donation and event registration forms in Veracross are correctly mapped;
- Utilizes subscription software, including Wealth Engine and others as needed and appropriately updates donor records;
- Reviews donation print and online donation forms for all necessary information and contact donor as needed to confirm;
- Serves as primary contact for the general Advancement email address and phone line.
- Scans and file all donor documentation, including donation forms, acknowledgment letters, pledge reminders, and signed communication;
- Maintains, orders supplies, and manages department office equipment.
- Assists with calendar coordination and donor meeting scheduling.

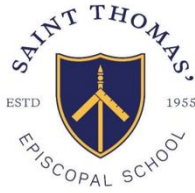
Education / Certification: College Degree

Experience Required: Minimum of 3-years related work experience

Required Knowledge: Proficiency in MS Office, Google Docs, and Veracross or similar donor or school database system

Skills / Abilities:

- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Expert and compelling writing ability
- Strong organizational skills
- Effective typing skills



(The Rev'd) David O. Browder, Rector | **Tom Bendel**, Headmaster

- Attentive to detail
- Able to coordinate well with other departments and personnel

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.